



Volunteer Position Description: Candidate Survey Ambassador

Position Overview

During election seasons, Humane Action Pittsburgh sends out questionnaires to candidates to understand where they stand on certain local animal issues. This position supports the survey process through communication with political candidates in order to educate the public on their views on animal protection.

Purpose of the Position

- Establish a rapport with candidates and elected officials
- Allow the public to learn candidate's views about animal welfare and the environment
- Remind the candidates that animal issues are important to their constituency and should be kept in the forefront of their decision making

Duties and Responsibilities

- Research candidates in local, state and federal races, including judges
- Assist the survey writer in crafting the survey questions
- Send survey to candidates typically by email
- Manage and organize the responses and send candidate survey responses to the Communications Director to be published on the website
- Respond to HAP leadership emails and calls within 48 hours
- Be prepared and on-time for meetings and events
- Share and support HAP's mission and core values; adhere to HAP's policies
- Other duties as needed

Training Requirements

Humane Action Pittsburgh will provide the training necessary for this position, including training in how HAP and Humane PA coordinate surveys. Training on HAP's core values, mission, and policies, including orientation on campaign missions and status.

Skills and Qualifications

- Excellent communication skills both written and spoken
- The ability to do independent research
- Basic computer literacy
- Self-motivated
- Ability to present yourself in a friendly, professional, and non-partisan manner
- Ability to work independently, follow instructions, and meet deadlines
- Working knowledge of Google Drive, Trello and Dropbox, or a willingness to learn

Time Commitment Required

Approximately 15 - 20 hours, 2 - 3 times a year, for primary, general and special elections.



Location

The work can be conducted remotely from home or another location. Training may be in person or via Zoom conference.

Dress Code

Professional dress required for meetings. If attending an informal event, volunteer must purchase a HAP or NPP T-shirt at cost.

Benefits to the Volunteer

- Know you are key to making a difference in the betterment of animals by educating political candidates and the community on important animal related issues
- Take your passion for animal protection and put it into action
- Build a relationship with legislators
- Be a valued HAP team member
- Build your volunteer resume and develop communication skills

Supervisor

Natalie Ahwesh, Vice President

What Volunteers Can Expect From HAP

- Support of HAP leadership and members
- Respect and appreciation for your contribution and input