



## **Volunteer Position Description: HAP Researcher**

### Position Overview

There are times when various HAP campaigns need assistance in collecting and organizing data. The researcher will assist those campaigns by conducting the necessary research and reporting that research back to the campaign.

### Purpose of the Position

- Assist HAP campaigns with necessary research
- Help HAP achieve our common goal of building the Model Humane City.

### Duties and Responsibilities

- Collect, organize, and analyze data to support HAP:
  - Review other studies and case studies
  - Aggregate positions and data from research, other organizations, and policymakers
  - Create and administer surveys
  - Create and present report
- Attend HAP meetings
- Be prepared and on-time for meetings and events
- 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

Training on HAP's core values, policies, and mission, including orientation of relevant campaign's mission and status.

### Skills and Qualifications

- Excellent written and verbal communication skills
- Highly-organized and detail-oriented
- Comfort with performing research through online resources
- Expertise with tools used for gathering, analyzing, and presenting data
- 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

2 - 3 hours per week



### Location

- Much work can be conducted remotely from home
- Meetings with HAP leadership will be in person at a mutually convenient location or via online conference call
- Attendance at HAP general meetings (Humane Animal Rescue at 6926 Hamilton Ave, Pittsburgh, Pennsylvania 15208) is highly encouraged

### 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

- Put your skills to work helping further animal protection issues!
- Know you are making a difference in reducing the suffering of animals, improving the health of the generic public, and saving the environment for future generations
- Opportunity to meet new people and network with community members and volunteers
- Be a valued HAP team member
- Build your resume

### Supervisor

Brian Bonsteel, President and Founder

Natalie Ahwesh, Vice President

### What Volunteers Can Expect From HAP

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