



Volunteer Position Description: Outreach Ambassador

Position Overview

A table staffed by knowledgeable representatives of HUMANE ACTION Pittsburgh can educate the public and raise awareness of the importance of animal lovers becoming politically involved, gain new HAP members, build email list, and build the strength of the animal vote. Support the mission by introducing our campaigns, educating the public and representing HAP in a professional manner.

Purpose of the Position

- Ensure high public visibility for HAP within the community
- Promote HAP campaigns and advance animal protection by growing HAP membership through education and engagement of new people to the organization
- Help HAP achieve our common goal of building the Model Humane City.

Duties and Responsibilities

- Keep literature
- Correspond with event organizers regarding details such as tables and chairs needed and potential speaking opportunities
- Engage visitors at the HAP table and encourage them to sign up to receive information
- Send data to our communications director
- Coordinate the pick-up and drop off of materials as necessary
- If unable to answer a question from the public, obtain the answer from HAP leadership after and follow-up.
- 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, mission, and policies, including orientation on campaign missions and status.

Skills and Qualifications

- Excellent communication skills — both verbal and written
- An outgoing personality and eagerness to meet new people
- 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

Minimum of four events per year, events vary in time but usually 2-4 hours long, may need to travel to pick-up or drop-off supplies. Many events occur on evenings or weekends.

Location

Location varies; typically within the City of Pittsburgh.

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 excellent people skills to work helping further animal protection issues!
- Know you are key to making a difference in the betterment of animals.
- 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