**.**

**INTERNSHIP DESCRIPTION**

**Title:**  Advocacy and Government Relations/Community Outreach Intern

**Division:** External Affairs

**Department:** Advocacy and Government Relations

**Supervisor:** Manager of Advocacy and Student Programs

**Status:** Intern

 \_\_\_\_\_\_\_

**Position Summary:**

* Provides administrative and workflow support for all departments as they pertain to Advocacy and Government Relations.

**Primary Responsibilities:**

To support all affiliate advocacy and government relations efforts, specifically:

* Conducts appropriate research for a variety of advocacy and government relations efforts.
* Participates in scheduling, appointments, and conference calls.
* Participates in tabling for college events, community/street festivals, health fairs with PPHP; canvassing (crowd and targeted neighborhoods), phone banking
* Assists in the recruitment, coordination, and mobilization of volunteers for actions, lobby meetings, rallies, canvassing, tablings, etc.
* Supports planning and implementation of specific issue or advocacy campaigns and related events.
	+ Examples: Civic engagement; voter registration, abortion access, Patient Advocacy Programs
* Assists Advocacy and Government Relations staff in all department efforts including special projects, internal and external communications, and interdepartmental projects, including external coalitions and groups.
* Assists in monitoring and tracking local media (clip & distribute news articles on reproductive health, politics, sexuality, etc.).
* Works to gain greater knowledge of sexual and reproductive health, rights, and freedom issues.
* Other projects and duties as required or assigned by Advocacy and Government Relations staff.
* Assists Advocacy and Government Relations staff in all department efforts including special projects, internal and external communications, and interdepartmental projects.

**Qualifications:**

* Student seeking a Bachelor’s degree in Women’s Studies, Sociology, Political Science, Marketing, Communications, or related field.
* Commitment to the mission of Planned Parenthood.
* Excellent organizational, administrative, and writing skills.
* Basic knowledge of computer systems and software, including Microsoft Office Suite.
* Understanding of the internet as a resource for research and communication.
* Strong interpersonal skills and ability to work as part of a team with staff and volunteers or independently. Attention to deadlines and confidentiality with content sensitive material in accordance with HIPAA regulations.
* Assertive, detail-oriented, and able to manage several projects simultaneously with thorough follow-up.
* Complete in-person interview, background check, and mandatory trainings.
* Attend regularly scheduled 1-on-1 supervision with Manager of Advocacy and Government Relations.
* Spanish proficiency is recommended, but not required.

**Time Commitment**

* Full Academic Year: mid-August through mid-May
	+ \*Complete in-person interview, background check, and mandatory trainings. Internship Orientation with Advocacy and Government Relations Team will be scheduled before you begin\*
* **Minimum Commitment:** Full Academic Year, including Winter Intersession; 10-month commitment (August through May), 12-15 hours per week.
	+ Occasional possibility of substituting with evening and/or weekend event attendance on a support level basis.
	+ Hybrid remote and in-person activities
		- Most hours will be completed virtually (subject to change)
		- All in-person activities will include COVID-19 safety precautions

* **Miscellaneous:** Must comply with PPHP policies, with high priority on compliance with confidentiality and social media policies.

* **Compensation:** Interns are encouraged to arrange to obtain college credit for the internship. Financial compensation is dependent on available funds and may differ from previous or future internships.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee signature |  | Date |

|  |  |  |
| --- | --- | --- |
| **Approved by:** |  |  |
|  |  |  |
|  |  |  |
| Division Head: |  | Date |
|  |  |  |
|  |  |  |
| Human Resources: |  | Date |