

National Family Planning & Reproductive Health Association

POSITION DESCRIPTION **COMMUNICATIONS INTERNSHIP – SPRING & SUMMER 2026**

Last updated: October 2025
Position Title: Communications Intern
Supervisor: Senior Director, Executive Office
Status: Non-Exempt, Intern

NOTE: While NFPRHA staff and interns work in a 100% remote environment, to be eligible for the Communications Internship, a candidate must reside in the District of Columbia, Illinois, Kentucky, Maryland, Montana, Minnesota, New York, Virginia, or Washington State.

WHO WE ARE

The National Family Planning & Reproductive Health Association (NFPRHA) is a membership organization representing providers and administrators committed to helping people get the family planning education and care they need to make the best choices for themselves and their loved ones. NFPRHA works to enhance the ability of thousands of nurse practitioners, doctors, and other health professionals to provide high-quality family planning care through training and advocacy.

WHAT IS THE POSITION

NFPRHA is seeking candidates for a communications internship from January 2026 through August 2026, with exact start and end dates flexible. The intern will have substantial responsibilities related to the association's communications work; managing membership e-newsletters; content planning and development for NFPRHA's social media platforms; media tracking, and other duties as assigned.

KEY RESPONSIBILITIES

NFPRHA staff rely on interns to make substantive and supportive contributions to our work. The communications intern will support staff with key responsibilities including, but not limited to:

- Manage twice weekly news membership e-publication, including researching news and formatting and sending out publication.
- Assist in drafting content for a weekly membership newsletter.
- Maintain digital archives of communications, news mentions, and other content on website.
- Engage in news monitoring and update NFPRHA's reporter lists.
- Assist in content planning and development for NFPRHA's Facebook and LinkedIn.
- Monitor social media among key constituencies and develop recommendations for engagement.
- Support NFPRHA's communications efforts in support of NFPRHA-sponsored events.

REQUIRED QUALIFICATIONS

- Strong commitment to NFPRHA's mission of supporting family planning and sexual and reproductive health, including abortion, and public funding for these services.
- Proficiency with Microsoft Office Suite, Canva, Adobe.
- Demonstrated attention to detail.
- Proven verbal and written communications skills.
- Demonstrated problem-solving skills and ability to adjust strategies in real time.
- Proven ability and desire to work with people of diverse backgrounds.
- Ability to work with multiple projects, priorities, deadlines, and adjust as needed.
- Capacity to accept feedback and adjust as needed.

- Ability to show initiative.
- Demonstrated customer service skills for internal/external stakeholders.
- Established comfort working in a remote environment.
- Strong interest in the listed areas of responsibility for this position.

TIME COMMITMENT

The communications intern will commit to 20-25 hours per week during their internship. The intern's working schedule is flexible, though work hours must take place between 8am and 6pm ET. Having availability on Mondays, Wednesdays, and Thursdays is preferred.

COMPENSATION

NFPRHA's intern pay is \$18/hour. NFPRHA interns are overtime-eligible, paid on federal holidays when scheduled to work, and receive three personal leave days per semester. While working in the 100% remote environment, NFPRHA reimburses staff and interns \$25/month for internet service and \$25/month for phone service, plus funding for any needed supplies.

NFPRHA will also work with student interns and their universities to provide credit for the role if requested. Graduate student supervision is available for a variety of fields. However, interns are not required to be enrolled in school or have completed any particular degree.

HOW TO APPLY

Interested applicants must submit a cover letter and resume.

- If not addressed in their resume, applicants should address in their cover letter how their
- Applicants are asked to address their experience/interest in the key responsibilities of this position; if not included in resume, please discuss it in cover letter.
- Applicants are asked to address how they meet each of the required qualifications for this position; if not included in resume, please discuss it in cover letter.

If submitting by email, please send to Illysa Schrager at ischrager@nfprha.org and include "Communications Internship" in the subject line.

Application materials must be submitted by Friday, November 14, 2025 at 11:59pm ET. Resumes submitted without cover letters will not be considered.