

National  
**Family Planning**  
& Reproductive Health Association

**POSITION DESCRIPTION**  
**ADVOCACY & COMMUNICATIONS INTERNSHIP – SPRING 2020**

Last updated: December 3, 2019  
Position Title: Advocacy & Communications Intern  
Position Location: NFPRHA office in Washington, DC  
Supervisor: Director, Executive Office  
Status: Non-Exempt, Intern

**SUMMARY**

NFPRHA is seeking candidates for an advocacy & communications internship for the spring 2020 semester (January – May 2020). The intern will have substantial responsibilities related to NFPRHA's Hill Education Day, as well as other advocacy & communications roles as assigned.

**REQUIRED TIME COMMITMENT**

The intern will commit to working 22.5 hours per week during the spring 2020 semester. Start/end dates and working schedule are flexible, though working on some or all of Mondays and Thursdays each week is preferred. Candidates must be available to work during NFPRHA's National Conference on March 8-11, 2020.

**KEY RESPONSIBILITIES**

NFPRHA staff rely on interns to make substantive and supportive contributions to our work. The intern will support staff with key responsibilities over the course of the semester including, but not limited to, the following:

- Schedule meetings for annual Hill Education Day;
- Work with staff to create materials for Hill Education Day;
- Coordinate with coalition partners on their congressional meetings;
- Manage semiweekly membership news publication;
- Monitor and track relevant legislation;
- Attend congressional briefings, coalition meetings, and other public events;
- Research and update NFPRHA fact sheets; and
- Update and maintain congressional staff lists.

**SKILLS AND ATTRIBUTES**

- Steadfast commitment to NFPRHA's mission.
- Outstanding attention to detail.
- Strong verbal and written communications skills.
- Capacity to accept feedback and adjust as needed.
- Demonstrated problem-solving skills and ability to adjust strategies in real time.
- Demonstrated ability to meet deadlines and manage changing priorities.
- Excellent customer service skills.
- Comfort working with computer software and proficiency in Microsoft Office Suite.
- Ability and desire to work with people of diverse backgrounds.

- Self-starter.
- Congressional or advocacy experience strongly preferred.

### **COMPENSATION**

The internship is paid. 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**

Submit a cover letter and resume to Illysa Schrager at [ischrager@nfprha.org](mailto:ischrager@nfprha.org); please include "Advocacy & Communications Internship" in the subject line. Applications will be reviewed as they are received. No phone calls.