

# National Family Planning & Reproductive Health Association

## **POSITION DESCRIPTION** **EVENTS INTERN (REMOTE POSITION) – FALL 2022**

Last updated: September 2022  
Position Title: Events Intern  
Supervisor: Senior Director, Executive Office  
Status: Non-Exempt, Intern

### **WHO WE ARE**

The National Family Planning & Reproductive Health Association (NFPRHA) is a membership organization that supports its members to advance and elevate the importance of family planning in the nation's health care system and promotes and supports family planning providers and administrators' work, especially those in the safety net. NFPRHA is committed to a diverse, equitable and inclusive culture across our organization, programs, and membership.

### **WHAT IS THE POSITION**

NFPRHA is seeking candidates for an events internship for the fall 2022 and spring 2023 semesters. This intern will be integral to supporting NFPRHA events, including carrying out responsibilities leading up to and during the association's 2023 National Conference. The Events Intern will receive a diverse range of experience supporting staff, NFPRHA members, NFPRHA vendors, and other conference supporters and external stakeholders.

### **TIME COMMITMENT**

The policy & communications intern will commit to 20-25 hours per week during the fall 2022 and spring 2023 semesters (September/October 2022 – June 2023). Start/end dates and working schedule are flexible (with work hours taking place between 8am and 6pm ET). Having availability on Monday and Tuesdays is preferred. The Events Intern will be required to attend the National Conference from June 11 – 14, 2023 in the DC area.

### **REMOTE WORK**

NFPRHA is currently 100% remote work because of the Covid endemic, however, the Events Intern must physically reside in the District of Columbia, Maryland, or Virginia.

### **KEY RESPONSIBILITIES**

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

- Assist with the planning, registration, logistics, and operations of all NFPRHA events, including the annual National Conference.
- Manage event speaker logistics.
- Create and send event registration invoices.
- Assist with building and management of the virtual event platform, and in-person logistics.
- Support marketing and communications efforts with NFPRHA members, NFPRHA vendors, and other event supporters and external stakeholders.
- Support the collection and submission of member continuing education unit certification.
- Assist with updating NFPRHA website with pertinent event details.
- Maintain records in database.

## **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.
- Demonstrated customer service skills for internal/external stakeholders.
- Demonstrated problem-solving skills and ability to adjust strategies in real time.
- Proven ability and desire to work with people of diverse backgrounds.
- Demonstrated attention to detail.
- Ability to work with multiple projects, priorities, deadlines, and adjust as needed.
- Proven verbal and written communications skills.
- Capacity to accept feedback and adjust as needed.
- Ability to show initiative.
- Established comfort working in a remote environment.

## **COMPENSATION**

NFPRHA's pay range for interns is \$17-\$18/hour based on experience. 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**

- Submit a cover letter and resume to Illysa Schragar at [ischragar@nfprha.org](mailto:ischragar@nfprha.org); please include "Events Internship" in the subject line.
- Applicants must address how they meet each of the required qualifications in the cover letter.
- Applications will be reviewed as they are received, and interviews take place on a rolling basis.