

National Family Planning & Reproductive Health Association

POSITION DESCRIPTION

MEMBERSHIP & EVENTS INTERNSHIP – FALL 2023 AND SPRING 2024

Last updated: August 2023
Position Title: Membership & Events Intern
Supervisor: Senior Director, Executive Office
Status: Non-Exempt, Intern

WHO WE ARE

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. They are the guiding principles in all that we do to eradicate racism in health care within marginalized communities.

WHAT IS THE POSITION

NFPRHA is seeking candidates for a membership & events internship from August/September 2023 through May 2024, with flexible start and end dates. This intern will be integral to supporting NFPRHA's membership and events functions, including membership data and event management for the association's fall 2023 and spring 2024 events. The membership & events intern will have the opportunity for a wide range of experience supporting staff, NFPRHA members, NFPRHA vendors, and other stakeholders, and have the opportunity to attend the in-person 2024 National Conference at a venue located in the DC metropolitan area.

TIME COMMITMENT

The membership & events 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.

REMOTE WORK & INTERN LOCATION

NFPRHA staff, including interns, primarily work remotely. Candidates for this internship 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.

This intern will support staff with key **membership** responsibilities including, but not limited to:

- Assist with maintenance of NFPRHA's membership database; helping to ensure integrity of membership data through accurate data collection and entry.
- Assist with management of member sections of NFPRHA's website. Including pages that integrate with NFPRHA's membership database, email lists, and payment modules.
- Assist with member communications. Collaborates with NFPRHA staff on informational materials and newsletters.
- Support membership renewal process.

This intern will support staff with key **events** responsibilities including, but not limited to:

- Assist with the planning, registration, logistics, and operations of all NFPRHA events.

- Manage event speaker and member travel 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.
- 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.
- Proven ability and desire to work with people of diverse backgrounds.
- Demonstrated attention to detail.
- Demonstrated customer service skills.
- Demonstrated problem-solving skills and ability to adjust strategies in real time.
- 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.
- Proficiency with Microsoft Office Suite.
- Some experience working in databases, websites, or email platforms.
- Established comfort working in a remote environment.
- Interest in engaging in both membership and events work.

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. 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 should submit a cover letter and resume. Applicants are asked to address how they meet each of the required qualifications for this position; if not included in resume, please discuss in cover letter.
- Please send to Illysa Schragger at ischragger@nfprha.org and include "Membership & Events Internship" in the subject line.
- The deadline to apply is Wednesday, August 16.