

National Family Planning & Reproductive Health Association

POSITION DESCRIPTION

POLICY & COMMUNICATIONS INTERNSHIP (REMOTE POSITION) – FALL 2021

Last updated: August 2021
Position Title: Policy & Communications 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 a policy & communications internship for the fall 2021 semester (August/September 2021 – December 2021). The intern will have substantial responsibilities related to monitoring and tracking congressional actions, managing membership e-news publication and e-newsletter, research and production of issue-based fact sheets, and media tracking, as well as other policy & communications roles as assigned.

TIME COMMITMENT

The policy & communications intern will commit 22.5 hours per week during the fall 2021 semester (August/September 2021 – December 2021). Start/end dates and working schedule are flexible.

REMOTE WORK

NFPRHA is currently 100% remote work because of the Covid pandemic; current staff resides in the District of Columbia and the following states: Virginia, Maryland, Colorado, Iowa, New Jersey, New York, and Vermont. As a result, only candidates that physically reside in the District of Columbia, Virginia, Maryland, Colorado, Iowa, New Jersey, New York, and Vermont are eligible for consideration for this remote position.

KEY RESPONSIBILITIES

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

- Monitor and track relevant legislation and committee activities.
- Manage weekly membership e-news publication and e-newsletter.
- Assist with advocacy opportunities for NFPRHA's membership .
- Monitor social media platforms among key constituencies and develop recommendations for engagement.
- Contribute to NFPRHA's social media content calendar.
- Engage in news monitoring and update NFPRHA's reporter lists on a daily basis.
- Attend congressional briefings, coalition meetings, and other public events.
- Research, draft, and update NFPRHA fact sheets and memos
- Update and maintain congressional staff lists.

REQUIRED QUALIFICATIONS

- Strong commitment to NFPRHA's mission of supporting family planning, sexual and reproductive health network.
- Proficiency with Microsoft office Suite.
- 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.
- Demonstrated customer service skills for internal/external stakeholders.
- Established comfort working in a remote environment.

COMPENSATION

NFPRHA's pay range for interns is \$15-\$17/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.

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; please include "Policy & Communications Internship" in the subject line. Applications will be reviewed as they are received, and interviews take place on a rolling basis. No phone calls.