

# National Family Planning & Reproductive Health Association

## POSITION DESCRIPTION

### POLICY & COMMUNICATIONS INTERNSHIP – SUMMER AND FALL 2023

Last updated: April 2023  
Position Title: Policy & Communications 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 policy & communications internship beginning in July 2023 to December 2023, with exact start and end dates flexible. The intern will have substantial responsibilities related to the association's annual Hill Education Day; monitoring and tracking congressional and coalition actions; attending virtual (and in-person if interested) policy events on behalf of the organization; managing membership e-newsletters; development of social media for NFPRHA's platforms; and media tracking, as well as other policy & communications roles as assigned.

#### **TIME COMMITMENT**

The policy & 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 and Thursdays is preferred.

#### **REMOTE WORK**

NFPRHA staff primarily work remotely, however, the policy & communications 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 policy & communications intern will support staff with key responsibilities including, but not limited to:

- Manage twice weekly membership e-news publication, including researching news and formatting and sending out publication.
- Manage federal legislation and congressional committee activities relevant to NFPRHA's work.
- Track and assess the landscape of state legislation relevant to NFPRHA's work.
- Assist with advocacy opportunities for NFPRHA's membership, including NFPRHA's annual Hill Education Day.
- 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.
- Attend congressional briefings, coalition meetings, and other public events.

- Update and maintain congressional staff lists.
- Support NFPRHA's policy and communications team's sessions for 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.
- 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.
- Interest in engaging in both policy and communications 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. 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 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.
- If submitting by email, please send to Illysa Schrager at [ischrager@nfprha.org](mailto:ischrager@nfprha.org) and include "Policy & Communications Internship" in the subject line.
- The deadline to apply is Sunday, May 14.