

National Family Planning & Reproductive Health Association

POSITION DESCRIPTION PROGRAM INTERNSHIP – SUMMER & FALL 2024

Last updated: April 2024
Position Title: Program 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 representing providers and administrators committed to helping people get the family planning education and care they need to make the best choices for themselves and their loved ones. NFPRHA works to enhance the ability of thousands of nurse practitioners, doctors, and other health professionals to provide high-quality family planning care through training and advocacy.

WHAT IS THE POSITION

This intern will have substantive and supportive responsibilities with the association's program function. Leveraging knowledge, skills, and relationships, the program function implements NFPRHA's strategy and activates initiatives dedicated to supporting the work of safety-net family planning providers. The program function is organized into three domains: equity, quality, and access. The program function serves to reflect NFPRHA member experience and offer a comprehensive perspective on the successes and obstacles faced by family planning and sexual health providers and administrators who are NFPRHA's core members.

TIME COMMITMENT

NFPRHA is seeking candidates for this program internship from July 2024 to December 2024, with exact start and end dates flexible. The program intern commits 21-25 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

NFPRHA staff primarily work remotely, however, the program 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 program intern's key responsibilities include, but are not limited to the following:

- Efforts related to federal administrative, regulatory, and congressional government relations activities relevant to NFPRHA's work.
- Assist with the development of resources and logistics related to technical assistance, training, and other efforts to support NFPRHA's membership.
- Perform healthcare-related research and analysis, both quantitative and qualitative.
- Track and assess the landscape of state legislation relevant to NFPRHA's work.
- Attends virtual, and in-person if interested, administrative and congressional briefings, coalition meetings, and other public events on behalf of the organization.
- Research and draft articles for NFPRHA's weekly e-newsletter.
- Support in advance of and during NFPRHA-sponsored events, including but not limited to content development, session logistics, and organizing and analyzing event evaluations.

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.
- Strong interest in the listed areas of responsibility for this position.

COMPENSATION

NFPRHA's pay range for interns is \$18-\$19/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 primarily 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 Schrage at ischrager@nfprha.org and include "Program Internship" in the subject line. No phone calls.
- The deadline to apply is Thursday, April 25.