

# National Family Planning & Reproductive Health Association

## **POSITION DESCRIPTION** **PROGRAM INTERNSHIP – SUMMER & FALL 2025**

Last updated: March 2025  
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.

### **THE POSITION**

The Program 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.

### **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.
- Experience with conducting internet and database research, including evaluating information sources for credibility and reliability.
- Demonstrated attention to detail.
- Ability to work with multiple projects, priorities, deadlines, and adjust as needed.
- Demonstrated problem-solving skills and ability to adjust strategies in real time.

- Proven ability and desire to work with people of diverse backgrounds.
- Capacity to accept feedback and adjust as needed.
- Ability to show initiative.
- Proven verbal and written communications skills.
- Demonstrated customer service skills for internal/external stakeholders.
- Proficiency with Microsoft Office Suite.
- Established comfort working in a remote environment.
- Strong interest in the listed areas of responsibility for this position.

### **TIME COMMITMENT**

The program intern will commit to 20-25 hours per week during their internship, which will begin in May/June 2025 and conclude in December 2025. 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 presumes that all staff works remotely. The program intern, however, must permanently reside in the DC region (District of Columbia, Maryland, or Virginia) and/or live in the DC region while attending school. NFPRHA maintains an office in Washington, DC, and staff may but are not required to work in the DC office.

### **COMPENSATION**

NFPRHA's pay range for interns is \$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 must submit a cover letter and resume.
- Please note:
  - Applicants are asked to address their experience/interest in the key responsibilities of this position; if not included in the resume, please discuss it in the cover letter.
  - Applicants are asked to address how they meet each of the required qualifications for this position; if not included in the resume, please discuss it in the cover letter.
- If submitting by email, please send to Illysa Schrager at [ischrager@nfprha.org](mailto:ischrager@nfprha.org) and include "Program Internship" in the subject line.
- Application materials must be submitted by Friday, April 4, 2025, at 11:59pm ET.
- Resumes submitted without cover letters will not be considered.