

# National Family Planning & Reproductive Health Association

## POSITION DESCRIPTION

### **SERVICE DELIVERY IMPROVEMENT, HEALTH EQUITY INTERNSHIP (REMOTE POSITION)**

Last Updated: November 2022  
Position Title: Service Delivery Improvement, Health Equity Intern  
Intern Period: Spring 2023  
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, inclusive culture across our organization, programs, and membership.

#### **REMOTE WORK**

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

#### **THE POSITION & KEY RESPONSIBILITIES**

NFPRHA is seeking candidates for a Service Delivery Improvement (SDI), Health Equity Internship. The SDI intern will support a project focused on health equity in the family planning safety net, including, but not limited to, assisting with a literature review and creating an assessment tool.

Other responsibilities may include:

- Assist with development of resources to support technical assistance and other efforts to support the organization's membership.
- Support SDI staff conducting trainings, speaking engagements, and other events, including logistics, content management, and tracking.
- Organize and analyze evaluations from training and other events.
- Research and draft articles for NFPRHA's weekly newsletter.
- Monitor and track industry news.
- Help with data entry and data cleaning.
- Track federal funding opportunities for members.
- Support NFPRHA's policy and communications team 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.
- Graduate coursework in public health, health administration, or related field.
- Graduate-level research experience.
- 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.
- Proficiency with Microsoft Office Suite.
- Established comfort working in a remote environment.

#### **PREFERRED QUALIFICATIONS**

- Familiarity with research methods.
- Familiarity with how to conduct and write literature reviews.

#### **TIME COMMITMENT**

The SDI Intern will commit to 20-25 hours per week during the spring 2023 semester (January 2023 – June 2023). Start/end dates and working schedule are flexible (with work hours taking place between 8am and 6pm ET).

#### **COMPENSATION**

NFPRHA's pay range for interns is \$17-\$18/hour based on experience. NFPRHA interns are eligible for overtime, 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 to support working remotely, 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**

- Submit a cover letter and resume to Illysa Schragger at [ischragger@nfprha.org](mailto:ischragger@nfprha.org); please include "Service Delivery Improvement Internship" in the subject line.
- Applicants must address how they meet each of the required qualifications in the cover letter.
- Applications will be reviewed as they are received, and interviews take place on a rolling basis.