INTERN POSITION DESCRIPTION

POSITION: Community Outreach Intern in Upper Darby, PA

DEPARTMENT: Marketing

REPORTS TO: Community Outreach Fellow

TO APPLY: Send Cover Letter and Resume to Catherine Long at Catherine.Long@ppsp.org.

PURPOSE OF POSITION:
- Planned Parenthood Southeastern Pennsylvania provides healthcare to nearly 50,000 patients. Help your community access crucial sexual health services and make a difference in someone’s life!

DUTIES AND RESPONSIBILITIES:
- Represent Planned Parenthood at community outreach events (phonebanks, canvassing at local businesses and residential areas, tabling at high-traffic areas, etc)
- Assist and help plan outreach to residents, organizations, and businesses in Upper Darby
- Assist Planned Parenthood in implementing marketing campaigns (e.g. National Condom Week, Get Yourself Tested, Pride, etc.) to engage key audiences in Upper Darby
- Search for new outreach opportunities
- Educate the community on Planned Parenthood services and basic sexual health information

QUALIFICATIONS:
Skills needed:
- Ability to communicate with diverse groups
- Ability to work independently with minimal supervision
- Ability to provide non-judgmental and compassionate care and information
- Reliable means of transportation to Upper Darby

Other requirements:
- Must complete required intern screening and interview
TIME COMMITMENT:
- Minimum 4-8 hours/week
- Flexible hours: weekday, weekend, and evening hours available

TRAINING:
- Intern will complete mandatory training required of all volunteers and staff
- Intern will complete mandatory Patient Services Messaging Training

SKILLS DEVELOPED DURING INTERNSHIP:
- Improve verbal and written business communication
- Learn basic sexual health education activities and tools
- Plan and organize events