



POSITION DESCRIPTION

TITLE: EXTERNAL AFFAIRS/EDUCATION INTERN
LOCATION: Augusta
STATUS: 10 hours per week (Flexible)
REPORTS TO: VP of External Affairs in Atlanta

QUALIFICATIONS:

1. College or graduate student currently in a health or communications program
2. Interest in sex education and health promotion
3. Knowledge of reproductive health issues
4. Ability to work independently with remote support and supervision
5. Flexible schedule
6. Commitment to PP programs
7. Exceptional interpersonal, organizational and communication skills
8. Excellent computer skills – Microsoft Word, Publisher, New Media

SUMMARY:

The External Affairs Intern assists the VP of External Affairs by attending Augusta area meetings and events. Support for a teen pregnancy prevention initiative is the core of the internship. Tasks include note taking at TPP meetings, research and some outreach activities.

EXPECTATIONS:

1. Commit to the program year from August through April
2. Participate in training and orientation
3. Commit to excellent customer service
4. Flexible, positive, team player
5. Perform other duties as assigned
6. Valid driver's license and/or reliable transportation to travel within the community

Stipend Available per Semester

Please send a letter of interest and a resume to leola.reis@ppfa.org

No Phone Calls, Please.