



# Planned Parenthood<sup>®</sup> of South Florida and the Treasure Coast, Inc.

Planned Parenthood of South Florida and the Treasure Coast, Inc. is seeking applicants for summer and fall Public Affairs Internships for the 2009 academic year. The Public Affairs (PA) Intern will proactively work within the community to further develop relationships with Planned Parenthood and our activists and clients. The PA Intern will also assist with advocacy activities pertaining to reproductive health issues including correspondence with elected officials and grassroots organizing. Internships are available in Miami and West Palm Beach.

The Public Affairs Intern will work closely with PPSFTC staff to achieve the following objectives:

- Recruit members of the community for participation in Planned Parenthood activities, including events, volunteer opportunities, and campus/community organizing
- Assist with event planning, including logistical and on-site and press-related work
- Communicate with elected officials via email and phone correspondence to further the relationships between PPSFTC and their offices
- Assist with online communications to activists to build PPSFTC's presence on social networking sites and blogs
- Draft press materials including press advisories, letters to the editor, and press releases
- Manage databases to track volunteers and activists; database input and maintenance
- Administrative tasks and special projects as necessary

Requirements for the Public Affairs Internship:

- Excellent written and interpersonal skills
- A demonstrated commitment to and interest in women's rights and reproductive health care needs/issues
- Understanding and/or interest in public affairs and political advocacy
- A desire to assume ownership of projects by taking direction and working independently to achieve team goals
- Professional or academic recommendations (1-2 of each)
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Publisher, Adobe, Internet, Web Design/HTML code)
- Receiving academic credit for this internship is preferred; if academic credit is awarded, the participant's academic advisor/professor must co-sign the internship agreement
- The PA Intern will work with his/her PPSFTC supervisor to develop a regular schedule for the duration of my internship. The PA Intern must commit 15 hours per week during the designated semester. All internship hours must be conducted in the office.
- Must be able to work flexible hours including some nights and weekends and be willing to travel within PPSFTC affiliate service area.

To learn more about these internship opportunities and to apply, send a current resume, cover letter explaining why you are pro-choice and want to work for Planned Parenthood, and a letter of recommendation from a relevant professor or former employer to:  
[public\\_affairs@ppsoflo.org](mailto:public_affairs@ppsoflo.org).



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