



Communications Intern Description

Position Title:	Communications Intern
Reports to:	Communication Manager
Department:	Development and Communications
Classification:	Volunteer Intern
Date:	February 2023
Preterm's mission is to advance reproductive health and justice by providing safe, respectful, and accessible abortion and sexual healthcare. Abortion is essential to bodily autonomy and gender equity for all people. Providing abortions is a deeply caring and revolutionary act that is part of dismantling oppression and stigma.	

Position Summary

The Communications Intern will assist with content creation and management for Preterm's social media channels. The intern will walk away with a portfolio of social media content as well as a clear understanding of how to run social media for a nonprofit medical facility.

This is a volunteer position starting in May 2023 and going to August 2023, with a maximum of 10 hours a week.

Duties and Responsibilities

1. Assist with video creation for social media (organic and paid)
2. Assist with digital and paper promotional material
3. Assist with social media management and reporting
4. Other duties as assigned

Values and Behaviors

1. Respect
2. Autonomy
3. Empathy
4. Feminism and intersectionality
5. Excellence with integrity
6. Intentional stewardship

Job Requirements

1. Commitment to reproductive justice and Preterm's mission.
2. Must be able to comply with HIPAA rules and regulations
3. Familiar with Canva or other graphics design software
4. Must be familiar with social media platforms, including Instagram, TikTok, Facebook and Twitter.
5. Must be able to take feedback and collaborate with various members of the clinic.
6. Familiarity with social media advertisements is a plus.

Education and Experience

- Education: High school diploma.
- Preferred: Some college, preferably in graphic design or communications related field.
- Preferred: a small portfolio of previous graphic and video work.

Working Conditions and Physical Requirements

- The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
- Internship is in-person at our office in Shaker.
- The noise level in the work environment is usually quiet to moderate.
- This position is performed in an office-setting, so intern must be comfortable sitting for longer periods of time.
- Must be willing to travel to events in the Cleveland area as necessary.
- Lift light objects [less than 20 pounds] and carry them short distances [20 feet or less].

Please submit your resume and brief cover letter explaining your interest in providing abortion afair@preterm.org. The email subject line should read: Communications Intern Application

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.