



Community Engagement Intern Description

Position Title:	Community Engagement Intern
Reports to:	Communication Manager
Department:	Development and Communications
Classification:	Part-Time, Temporary Contract Position
Date:	February 2024
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

Our Development and Communications Department is looking for a Community Engagement Intern to assist with events and communications throughout summer. The intern will attend events weekly with Preterm management and staff, as well as help create promotional and educational materials around these events.

By the end of the internship, the intern will have a clear understanding of how to conduct communications and outreach in a non-profit setting. They will also create a portfolio listing events they helped coordinate, as well as digital and print communication materials, that they can showcase to future employers.

Position Details

This is a temporary, paid 1099 position in our Cleveland Office running from May to July. The intern will receive a \$860 bi-weekly stipend.

Position is in-person in at our clinic on Shaker Blvd. Intern will be expected to occasionally work weekends and travel to events (especially during Pride season). Due to the nature of the work, the schedule is flexible, and we are willing to work with applicants as needed.

Duties and Responsibilities

This is just a brief overview of the projects that will be assigned to the intern throughout the term of their internship. These are designed to give the intern a robust portfolio and will be completed under the guidance of the Communications Manager.

1. Create a weekly social media post that is educational in nature.
2. Assist with TikTok creation (with the goal of 1-3 TikToks a month).
3. Help develop material for print advertising campaign
4. Help create messaging for email campaigns
5. Attend at least one outreach and/or fundraising event on behalf of the company.
6. Assist with social media management and monitoring.
7. 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. Must be able to attend events as needed, sometimes on the weekend.
4. Familiarity with Canva or other graphics design software
5. Must be familiar with social media platforms, including Instagram, TikTok, Facebook and Twitter.
6. Must be able to take feedback and collaborate with various members of the clinic.
7. 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 Cleveland and at off-site at events throughout Ohio. Intern is expected to have reliable transportation.
- 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.
- Lift objects weighing 20 to 50 pounds as needed for event set up.

A diverse, equitable, and inclusive workplace makes Preterm a more relevant, more creative, and more resilient organization. We encourage people from all backgrounds, ages, abilities, and experiences to apply. We are an equal opportunity employer. We do not discriminate on the basis of race, color, ancestry, religion, national origin, sexual orientation, age, citizenship, marital or family status, disability, gender, gender identity or expression, pregnancy or caregiver status, veteran status, or any other legally protected status. We will ensure that individuals with disabilities are provided reasonable accommodations to participate in the job application and interview process, to perform essential job functions, and to receive other benefits and privileges of employment.

A Note to Potential Candidates: Studies have shown that women, trans, non-binary folks, and Black, Indigenous, People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay.

We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.

Please submit your resume and brief cover letter explaining your interest in to comms@preterm.org. The email subject line should read: Community Engagement 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.