Position Title: Communications Intern

Reports to: Communication Manager

Department: Development and Communications

Classification: Part-Time, Temporary Contract Position (estimated 15-20 hours a week).

Pay: $430 weekly stipend

Date: August 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

Our Development and Communications Department is looking for a temporary Communications Intern to help us manage our external communication channels. This includes managing email lists and helping to develop social media content.

By the end of the internship, the intern will have a portfolio of social media, print and digital advertising content. They will also have a clear understanding of how communication departments operate in a non-profit medical facility.

This is a temporary, paid 1099 position in our Cleveland Office running from September to mid-December. The intern will receive a $430 weekly stipend. Interns should budget a minimum of 15-20 hours a week to complete all duties as assigned. We can also work with the intern’s university or school to provide educational credit.

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 TikTok 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 organization
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. 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 Cleveland.
• 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].

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 providing abortion
afair@preterm.org. The email subject line should read: [ Last name ] , [ First Name]
Communications Intern Application