



Planned Parenthood Southeastern Pennsylvania

INTERN POSITION DESCRIPTION

POSITION: Community Outreach Intern in **Upper Darby, PA**

DEPARTMENT: Marketing

REPORTS TO: Community Outreach Fellow

TO APPLY: Send Cover Letter and Resume to Catherine Long at Catherine.Long@ppsp.org.

PURPOSE OF POSITION:

- Planned Parenthood Southeastern Pennsylvania provides healthcare to nearly 50,000 patients. Help your community access crucial sexual health services and make a difference in someone's life!

DUTIES AND RESPONSIBILITIES:

- Represent Planned Parenthood at community outreach events (phonebanks, canvassing at local businesses and residential areas, tabling at high-traffic areas, etc)
- Assist and help plan outreach to residents, organizations, and businesses in Upper Darby
- Assist Planned Parenthood in implementing marketing campaigns (e.g. National Condom Week, Get Yourself Tested, Pride, etc.) to engage key audiences in Upper Darby
- Search for new outreach opportunities
- Educate the community on Planned Parenthood services and basic sexual health information

QUALIFICATIONS:

Skills needed:

- Ability to communicate with diverse groups
- Ability to work independently with minimal supervision
- Ability to provide non-judgmental and compassionate care and information
- Reliable means of transportation to Upper Darby

Other requirements:

- Must complete required intern screening and interview

TIME COMMITMENT:

- Minimum 4-8 hours/week
- Flexible hours: weekday, weekend, and evening hours available

TRAINING:

- Intern will complete mandatory training required of all volunteers and staff
- Intern will complete mandatory Patient Services Messaging Training

SKILLS DEVELOPED DURING INTERNSHIP:

- Improve verbal and written business communication
 - Learn basic sexual health education activities and tools
 - Plan and organize events
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