



Feminist Women's Health Center

2010 Internship Options

___ **Clinical Internship:** Help with work in our clinic, which offers the full range of reproductive health services, observing many aspects of providing services to a diverse population of women. Prepares you for a position in women's health or medicine. Especially helpful for premed, nursing, or med tech students. People skills, listening skills and a desire to learn are needed. *Note this internship requires a 4-5 month commitment, depending on the season, and requires being available to intern on Tuesday's, Friday's and Saturday's.

___ **Community Outreach Internship (*only available March through December*):** Assists with organizing outreach events, such as tables in festivals, health fairs, and other venues for raising awareness and recruitment for FWHC including following up with contacts to interested sign-ups at outreach activities. Prepares you for a position in grassroots organizing, community outreach, and other non-profit work. People skills, enthusiasm, phone aptitude, writing, and organizing skills are needed as well as weekend time availability.

___ **Counseling Internship:** Help with work in our clinic which offers the full range of reproductive health services, observing many aspects of providing counseling to a diverse population of women. Prepares you for counseling, social worker, and other similar positions. Listening skills, people skills, and a desire to learn are needed. *Please note the following: we are not able to provide practicum/supervision for master's students and this internship requires a 4-5 month commitment, depending on the season. Availability to intern on Tuesday's, Friday's and Saturday's are also required.

___ **Development/Fundraising Internship:** Help work in a variety of fundraising activities such as grant research, direct mail appeals, special events and our donor database. Prepares you for a position in development or just about any position in a nonprofit organization. Fundraising is crucial to any work in a nonprofit. Writing and organization skills and attention to detail are needed.

___ **Grassroots Organizing Internship (*Volunteer Recruitment*):** Assist with recruiting and coordinating volunteers into the planned activities of the Center such as volunteer nights, meet n' greets, craft nights, and leadership workshops. Assist with updating volunteer orientation packets and other similar materials. Recruitment experience is the foundation of many aspects of non-profit work in advocacy, fundraising, training, and organizing programs. People skills, enthusiasm, phone aptitude and planning skills are needed, as well as some evening hours.

___ **HIV/STD Prevention Education Internship:** Assists with planning, developing, and organizing an HIV/STD prevention workshop for women of color, including African-American women and Latinas. Includes research, cataloging resources, material preparation, and working as part of team to create the training design. Writing, organization, and attention to detail are needed.

___ **Human Resources Internship:** Assists with data entry from outreach events into our volunteer/donor database, run reports and labels for special mailings as needed, perform database cleanup and management, such as updating bad addresses and keeping data clean and accurate, coordinate records conversion of personnel files into digital format and purge outdated records, and work in conjunction with the HR & Office Manager to create an HR database using Microsoft Access. Prepares you for a position in human resources or database management.

___ **Information Systems Internship:** Assists with restructuring critical applications and hardware to better support our organization's internal structure, which includes digitizing paper repositories and creating new databases. Prepares you for a position in information systems and technology.

___ **Latina Leadership Initiative Internship:** Assists with recruiting and coordinating volunteers into the planned activities of the Center targeted towards Latinas. You will assist with organizing outreach events, such as tables in festivals, health fairs, house meetings, and other venues for raising awareness and recruitment for the Lifting Latina Voices Initiative. Prepares you for a position in grassroots organizing, health education, and other non-profit work. People skills, enthusiasm, phone aptitude, and organizing skills are needed.

___ **Legislative Organizing Internship** (*only available January through March-April*): Assists with recruiting and engaging FWHC volunteers and supporters to further legislative and educational goals of FWHC. Will assist with identifying key constituencies or community partners and implement mobilizing strategies and assist with planning and implementing grassroots advocacy activities such as a weekly advocacy day every Wednesday during the session. Assist with preparing materials, alerts, activists' updates, etc. Prepares you for a position in politics, community organizing, and lobbying. Organizing, people skills, and interest in politics are needed.

___ **Marketing/Public Relations Internship:** Focuses on writing or researching for materials used in our marketing and public relations strategies on the Center's programs and services. Also includes updating media and referral lists, organizing marketing mailings, and other functional aspects of marketing, maintaining and improving our web site, research and establish links, and registering our site in a variety of engines. May be an opportunity to write media kits, alerts, and releases. Skills needed include knowledge of internet, an aptitude for computer work, attention to detail, phone skills and evidence of good writing skills. HTML knowledge is helpful, but not necessary. Prepares you for a position in P/R, marketing, journalism, and community services.

___ **Medical Students for Choice Internship:** An additional application process is necessary through the National Medical Students for Choice. Please see www.ms4c.org/ for more information.

___ **Men for Equality and Reproductive Justice (MERJ) Internship:** Responsible for much of the Center's outreach, education and recruitment efforts targeted to men, including tabling at festival, speaking at group's meeting, responding to inquiries, posting notices in free media calendars and list serves, and others. Will assist with creating and producing recruitment materials targeted to men. Skills needed are writing and organizational, as well as an outgoing personality.

___ **Political Organizing Internship:** Assists with planning and implementation of grassroots strategies to recruit, engage, and support for the full access to reproductive freedom, especially grassroots activities such as house parties and phonebanks. Prepares you for a position in politics, community organizing, and lobbying. Organizing skills, people skills, and interest in politics is needed.

___ **Reproductive Medicine Internship:** Help with work at our clinic with our donor insemination program. Duties could include writing newsletter articles on fertility issues, assisting with marketing and educational meetings, research, and other program support duties. Prepares you for a career in reproductive health. Organizational and writing skills and attention to detail are needed.

___ **Special Events Internship:** Assists with planning and implementation of grassroots fundraising events that raise funds and build awareness about the Health Center, including training for volunteers on how to organize grassroots events. Prepares you for a position in event planning and fundraising. People skills, organizational skills, and time management skills are needed as well as some availability for evening hours are required.