

2015 Summer Advocacy Volunteer



**Who We Are:**  Planned Parenthood Keystone’s mission is to provide and promote access to the essential health care services and comprehensive education people need to live healthy lives and build strong communities.  The Harrisburg-based public affairs staff strives to educate our community, including elected officials about the importance of defending and increasing access to family planning services, abortion services, and sexuality education. Commit to supporting reproductive health and rights for all Pennsylvanians.

**Planned Parenthood Advocacy Volunteers** support the work of Planned Parenthood Keystone’s Public Affairs Department by assisting in grassroots advocacy efforts.The Intern will assist in coordinating PPKey’s network of volunteers, processing new volunteers into our system, and organizing grassroots activities to support PPKey’s legislative and electoral priorities.

The Interns will work with PPKey throughout the summer with a flexible start date in May. The position is unpaid and requires 14-21 hours per week, some of which may fall on evening or weekend hours. PPKey is happy to work with your school to secure credit for this experience.

**Interns will learn how to:**

* Craft communications for volunteers and activists, such as newsletters and email updates
* Collaborate with new and existing stakeholders – including elected officials, coalition partners, and volunteers – to expand our efforts
* Maintain volunteer and supporter data systems; including entering and uploading data and volunteer timesheets
* Assist in coordination of volunteer and advocacy events, including phonebanks, canvasses and monthly volunteer nights
* Disseminate information about PPKey’s issues and services through a variety of methods, such as Health Center Advocacy and community events
* Assist in recruitment efforts and increasing our supporter numbers
* Other duties and special projects as assigned

**Requirements:**

* 18 years old or older
* Outgoing team player, independent worker, who is well organized and who can self motivate
* Outstanding verbal, written, interpersonal communication skills
* Solid research skills and detail-oriented
* Working knowledge of social media sites including Facebook, Twitter, and YouTube
* Strong computer skills including Microsoft office suite, Google Docs, and experience with data entry
* Experience in marketing, sexual education, fundraising and/or political advocacy a plus, but not required

Please send your resume and letter of interest to [volunteer@planitpa.org](mailto:volunteer@planitpa.org) with “Advocacy Volunteer” in the subject line.