



California Planned Parenthood Education Fund



Planned Parenthood Affiliates of California

JOB DESCRIPTION

Summer Internship (Legal)

TITLE:	Summer Intern (Legal)
LOCATION:	Sacramento, CA
CLASSIFICATION:	Full-time – 40 hour per week for 10 weeks
REPORTS TO:	Chief Legal and Advocacy Officer
PRIORITY DEADLINE:	February 21, 2025

GENERAL DESCRIPTION

Summer interns work under the supervision of the Chief Legal and Advocacy Officer and attorneys for the California Planned Parenthood Education Fund (CPPEF) to provide legal, administrative, and statewide regulatory and advocacy support on behalf of CPPEF’s mission and issues that impact the health care operations of the seven Planned Parenthood affiliates. This position provides legal research and analysis on matters related to health care operations and relevant policy and regulatory issues, with an emphasis on sexual and reproductive health care.

Law students are expected to have strong legal research and writing skills and an interest in health care, social justice issues, and reproductive rights. Responsibilities include:

- In-depth legal research, analysis, and writing
- Providing legal support for legislative and regulatory advocacy work and issues related to affiliate health care operations
- Monitoring and responding to legislative, regulatory, and litigation issues
- Development and drafting of legal memos, letters, and policy and advocacy materials including fact sheets, talking points, and other materials to further the work of the organizations
- Other duties as assigned

QUALIFICATIONS, SKILLS, AND ABILITIES

- Currently enrolled law school student
- Belief and commitment to CPPEF / PPAC’s mission and values
- Excellent legal research and writing skills
- Demonstrated commitment to reproductive rights and social justice
- Interest in health care and public interest law

- Knowledge of diverse groups, working within a multicultural workforce, and sensitivity and appreciation to cultural differences
- Proficiency in Microsoft Office Programs (Word, Outlook, Excel, and PowerPoint)
- Proof of COVID-19 vaccination or requisite exemption

ORGANIZATIONS BACKGROUND AND VALUES

The Legal Department provides legal representation to two organizations: Planned Parenthood Affiliates of California (PPAC) and California Planned Parenthood Education Fund (CPPEF). Together these organizations support and handle the statewide public policy advocacy and electoral work for California's seven separately incorporated Planned Parenthood Affiliates. These Affiliates operate over 100 health centers in California and provide more than 1.3 million patient visits annually.

PPAC (a 501(c)(4) organization) follows state and federal legislation in a number of a public policy arenas. It leads the policy, legislative, and electoral work for the California Affiliates and coordinates advocacy campaigns. CPPEF (a 501(c)(3) organization) promotes education, counseling, and clinical services in the fields of sexual and reproductive health care and family planning, as well as other health care services provided by the Affiliates including primary care and behavioral health.

CPPEF is an equal opportunity employer committed to maintaining an equitable and inclusive workplace where everyone is treated as a respected and valued member of the team. CPPEF is committed to elevating the voices of women, people of color, immigrants and refugees, low-income people, LGBTQ+ people, people who have received care at Planned Parenthood, and people with disabilities. Members of these communities are encouraged to apply.

To learn more about PPAC and CPPEF, please find us on social media (@PPActionCA) or visit www.ppactionca.org and www.cppef.org.

COMPENSATION & BENEFITS

Legal interns are non-exempt employees that will receive \$18.75 per hour. It is expected that interns will work 40 hours per week for the 10-week internship. Interns are not eligible for employee benefits.

HOW TO APPLY

Email application to: CAresumes@ppacca.org. Please indicate "Legal Intern-Summer 2025, [last name]" as the subject of an email and the attachment.

Applicants must include a cover letter, resume, three references with contact information, and a short writing sample (5-10 pages). All required documents should be sent as a **single PDF attachment**. Please indicate your anticipated dates of availability in your cover letter.

Priority will be given to applications submitted by February 21, 2025 11:59 PST, though the legal department will consider applications on a rolling basis beginning January 22, 2025.