



California Planned Parenthood Education Fund



Planned Parenthood Affiliates of California

JOB DESCRIPTION

Internship

DEPARTMENTS:	Communications, Government Affairs, or Policy
LOCATION:	Sacramento, CA
CLASSIFICATION:	Part time (minimum 10 hours/week)

GENERAL DESCRIPTION

California Planned Parenthood Education Fund (CPPEF) provides administrative and statewide regulatory and advocacy support on behalf of our mission and issues that impact the health care operations of seven Planned Parenthood affiliates. Interested applicants may apply for an internship with our communications, government affairs, or policy department. Assignments will vary based on the time of year, legislative session, and election cycle.

Public Affairs

The public affairs team oversees internal and external messaging, media, communications, and digital strategies, including but not limited to message development, event programming, and press outreach. Depending on the time of year, examples of assignments include producing written social media content and supporting team efforts to build and mobilize Planned Parenthood's supporter base, including coordinating rallies, fundraisers, and other activations.

Government Affairs

The government affairs department manages the statewide legislative affairs. Depending on the timing of California's legislative session, examples of assignments include tracking bills and resolutions, drafting letters of support or opposition to the state legislature, and research on contemporary political issues relevant to CPPEF's mission.

Policy

The policy department conducts the regulatory advocacy work and issues related to affiliate health care operations. Depending on the time of year, examples of assignments include drafting memoranda on relevant policy issues, monitoring and responding to issues related to regulations or implementation of existing laws, and drafting letters to state government officials.

QUALIFICATIONS, SKILLS, AND ABILITIES

- Enrolled or completed a high school, college, or graduate degree
- Belief and commitment to CPPEF / PPAC's mission and values
- Commitment to reproductive rights and social justice
- Interest in health care, the legislative process, and/or the electoral process
- Proof of COVID-19 vaccination or requisite exemption

ORGANIZATIONS BACKGROUND AND VALUES

The California Planned Parenthood Education Fund (CPPEF) supports California's seven separately incorporated Planned Parenthood Affiliates. These Affiliates operate over 100 health centers in California and provide over 1.3 million annual patient visits.

CPPEF has been at the forefront of successful efforts to protect the reproductive freedom for all Californians. By honoring certain core values, (professional responsibility, leadership, communication, and teamwork) in our everyday work, we will be better able to promote sound public policies related to sexual and reproductive health care, including abortion access, family planning services, sexual health education and information, and clinic services. By working together effectively, we serve the seven California Planned Parenthood Affiliates and their patients and ensure that all people have access to quality health care, no matter their income level, their race, gender, immigration status, or zip code.

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 CPPEF, please visit us at www.ppactionca.org and www.plannedparenthood.org/california-planned-parenthood-education-fund.

COMPENSATION & BENEFITS

Eligible interns will receive a monthly stipend of \$1,000-\$3,000 per month depending on availability and experience. Interns must be available at least 10 hours per week. Interns are not eligible for employee benefits.

PROGRAM DATES

Each department hires interns independently. Please reach out to CAresumes@ppacca.org to inquire about availability in any department. Program dates may be flexible.

Term	Start	End	Application Window Open	Applications Due
Spring	January	April	August	September 15
Summer	May/June	August	February	March 31
Fall	September	December	June	July 31

HOW TO APPLY

Email application to: CAresumes@ppacca.org. In the subject line of your email, please indicate the department(s), position, and term for which you are applying. E.g. Public Affairs Internship Fall 2023.

Applicants must include a cover letter, resume, and three references with contact information. Your cover letter may include academic, professional, and/or personal experiences that demonstrate your strengths, accomplishments, and interest in CPPEF's mission and values. All required documents should be sent as a single PDF attachment.