

Development and Communications Internship Pro-Choice Resources

Do you enjoy coordinating fundraising events? Are you organized and ready to take on a challenge? If so, Pro-Choice Resources (PCR) has the internship for you! PCR is a unique, local grassroots organization that provides a range of reproductive health services. We work every day to reduce barriers to reproductive health, and we are the only organization of its kind in the country to offer education, advocacy, financial assistance and outreach under one roof.

Job Description: Working with the Executive Director, the Intern will assist with event planning, communications and fundraising. Duties include prospect research, administration, direct mailings, developing promotional materials, helping to organize PCR's fundraisers and the Bowl-a-Thon. For the Bowl-a-Thon, the Intern will specifically be responsible for the solicitation of prizes, the construction and distribution promotional/solicitation materials and will assist with event promotion.

Qualifications:

- 1 Self-motivated and able to work in a cooperative, women-centered environment.
- 2 Must be organized, detail orientated and have excellent follow through.
- 3 Excellent phone and writing skills.
- 4 Strong data management capabilities.
- 5 Microsoft Office, including Excel experience required.

Graphic design, web design, fundraising, event planning and/or cold calling experience a plus.

Hours: 15 hours per week with a flexible schedule.

Internship begins in January and ends May 1st, 2009.

Compensation: \$1,000 stipend to be paid in two parts. This internship could be used for academic credit.

Interested candidates should submit resume, letter of interest and three references to:

Pro-Choice Resources
Attn: Karen Law
250 3rd Ave. N, Ste. 625
Minneapolis, MN 55401
Phone (612) 825-2000
Fax (612)825-0159
karen@birdsandbees.org

Deadline: Opened Until Filled

Women of color, low-income women and LGBT people strongly encouraged to apply.