

## **Legislative Intern Description**

**Summary:** The Legislative Intern is responsible for working with Planned Parenthood Field Staff and additional Interns to implement both our legislative strategy.

Interns will be essential to implementing the organization's legislative strategy throughout the 2011 Oregon Legislative Session. This includes assisting with the organization of pro-choice lobby day, identifying strategic community events and forums, recruiting and leading volunteers, and administering tabling/canvassing events. Interns will work approximately 10-12 hours per week on lobbying efforts.

Interns are eligible to receive College or University Credit. This internship requires a commitment through May or the end of the legislative session. There is flexibility with both the length of the internship and the weekly hours, but primarily evening and weekend hours are expected.

### **Responsibilities:**

- Work closely with Field staff and additional interns to implement and organize the larger Pro-Choice Lobby Day set to occur in Salem in the spring.
- Participate in and lead grassroots lobbying efforts at the state legislature.
- Assist with the creation and execution of methods to hold legislators accountable and/or thank legislators for their votes on bills of interest.
- Help Organizers recruit and turnout volunteers to participate in the lobby visits and committee hearings at the state legislature.
- Ensure that Planned Parenthood has a visible presence and a voice at local town hall forums.
- Help with trainings or education sessions on pending legislation, legal updates, or information about crucial issues.
- Coordinate the intake of new volunteers via phone drives with Planned Parenthood Staff.
- Perform other duties as agreed upon.

### **Qualifications:**

- High level of commitment and passion for the Pro-Choice Movement.
- The desire to learn first-hand about advocacy, grassroots organizing and all aspects of legislative process.
- Outstanding phone and verbal communication skills, especially comfort in asking people to take action.
- High energy, positive attitude and sense of humor.
- Strong work-ethic and a close attention to detail.
- Ability to work weekends and nights. Also ability to join staff on several daytime visits to the State Capitol.
- Experience recruiting and coordinating volunteers is desirable but not necessary.

Planned Parenthood is an Equal Opportunity Employer and is committed to combating institutional discrimination. Women, people of color, and sexual minorities are encouraged to apply.

For more information about the position, visit us online at [www.choiceadvocates.org/jobs](http://www.choiceadvocates.org/jobs). To apply, please submit a cover letter and resume to as Word documents or PDFs to [jennifer.keenan@ppcw.org](mailto:jennifer.keenan@ppcw.org). Accepting resumes until position is filled.