

MAKE A DIFFERENCE. IN HER LIFE. IN HIS LIFE. IN YOUR LIFE.

Planned Parenthood is seeking volunteers and interns in your area! **For more information or to apply, contact the Volunteer Program at 1.800.230.PLAN, 612.821.6113 or volunteers@ppmns.org, or visit www.ppmns.org.**

Uptown Minneapolis:

Super Activist: Be a Pro-Choice Superhero! As a Super Activist, you will attend monthly advocacy events and participate in Planned Parenthood's grassroots advocacy activities. Communicate with policy makers via email and phone calls and participate in visibility events to help educate our supporters and policy makers around reproductive healthcare and rights. You will also be responsible for recruiting community members and new super activists, and writing letters to the editor as needed! Those interested should have excellent communication skills, an outgoing personality and reliable!

Centro de Salud – Minneapolis:

Spanish-Speaking Clinic Administrative Assistant: Make a great first impression on all of our patients entering the clinic as a Clinic Administrative Assistant! Responsibilities include greeting patients, answering phones, providing basic information and community referrals when needed and making our patients feel comfortable at the clinic. You will also be asked to maintain patient records, file lab reports as well as other miscellaneous office tasks as needed. This position is essential for the smooth and efficient operation of our clinics. Qualified candidates will have experience in customer service, answering phones and a basic knowledge of reproductive health and community services. Candidates should also be able to provide friendly and helpful assistance as well as the ability to observe patient confidentiality. **Must be bilingual Spanish/English speaker.** Shifts available 9-2 on Mondays or Thursdays. 150 hour commitment required.

Highland – St. Paul:

Highland Park Security Desk Assistant: Help us welcome patients and visitors to our Highland Park Planned Parenthood clinic while providing general security support to the building. The Security Services assistant will welcome, screen and direct visitors, patients and staff arriving at the Highland Park clinic. This position will also provide other Security Services support duties such as accepting deliveries, issuing temporary access cards, identifying/monitoring potential security issues, and working with staff to identify and find solutions for security/facilities needs that arise throughout the clinic. Must be available for at least one shift weekly, 8:00-noon or noon-4:00 Monday-Friday. One year commitment requested. Must be able to lift 20 lbs. to assist with occasional deliveries.

Multiple Locations/From Home:

Public Affairs Reality Checker: Do you read the newspaper/watch the news on a daily routine? Are you interested in journalism and reproductive health? Do you have strong writing skills? Be a Reality Checker! This extremely important yet flexible position allows you to put your journalism skills to use to educate the public on current political issues related to reproductive health. Your duties will include monitoring local media outlets and responding with the truth to the editor and/or other appropriate means. This position is essential to help educate the public with the facts about reproductive health and it can all be done from the comfort of your own home! Qualified candidates should have access to local media outlets as well as a willingness to sign name to letters.

Contributing Web Correspondent: Help inspire more people to become active in the reproductive rights movement as a Contributing Web Correspondent for Planned Parenthood! Planned Parenthood is currently seeking writers and multimedia producers to contribute to the launch and maintenance of a blog. The blog will contain information, views and stories from contributors living throughout Minnesota, North Dakota and South Dakota. Contributors will attend a weekly hour-long editorial meeting where topics will be discussed and assigned (telecommuting possible for those outside the Twin Cities). Volunteers will then be responsible for the creation of one written entry per week or one multimedia piece every other week, which will be posted as main features on the Planned Parenthood blog. Qualified volunteers will have superior writing or multimedia production skills (including video, audio or photo), work well independently, and communicate complex ideas and messages in a simple but nuanced way. Approximately six hour/week commitment required. Must submit writing samples and/or provide links to online video/audio/photo samples to apply. **NOTE, THIS IS A POSITION WITH OUR 501C4 ACTION FUND.**

Social Networking Correspondent: Planned Parenthood is seeking social networking volunteers to help promote information, views and stories from PPMNS Action Fund in Minnesota, North Dakota and South Dakota. By involving our passionate and talented volunteers to help share our Action Fund website's content on social networking sites, we hope to inspire more people to become active and engaged in the reproductive rights movement. Contributors will share our Action Fund's website and social media content by retweeting, responding to, commenting on, sharing, or posting our content on their facebook walls. Participants will be responsible for tracking and reporting the responses they receive. **NOTE, THIS IS A POSITION WITH OUR 501C4 ACTION FUND.**

Special Projects On-Call: Check out this extremely flexible yet extremely important position at Planned Parenthood. As a Special Projects volunteer, you will be on call to help as needed with various projects throughout the agency, such as mailings, data entry, filing projects, research projects, etc. Hours vary based on projects available and your availability. Located at Minneapolis or St. Paul offices, M-F 9-5.

Internships:

Que Onda Youth Program Assistant Intern – Fall 2011: The Education and Outreach department at Planned Parenthood reaches out to educate youth and adults in the community about healthy sexuality and reproductive health care and rights. ¡Qué Onda! is a weekly, year-long after school education program for Latino youth at Richfield Senior High School. Intern will facilitate successful planning and implementation of Que Onda. As the Que Onda Youth Program Assistant Intern, you will pick up/order food and materials for program meetings, assist in contacting guest speakers, prepare documents and materials for sessions, assist with supervision of teens, and occasionally facilitate session activities. Required qualifications include availability on Tuesdays 2-6PM for meetings, mid-August through December 2011, consistent communicator either through e-mail, phone, or in person on a regular basis,

bilingual Spanish-English, and familiarity with sexual health education. 10 hours/week, from mid-August through December 2011.

Volunteer Program Assistant Intern FALL: Under immediate supervision of the Director of Volunteer Programs, the Volunteer Program Assistant will carry out several tasks related to coordinating the recruitment, placement and management of volunteers throughout the agency. Major duties may include recruiting and screening volunteers, orientating/training new volunteers, placement of new volunteers and ensuring that Volunteer Program procedures and objectives are being met. Intern will gain valuable experience and career skills in volunteer program management. 10-15 hour/week commitment required, must have some availability Tuesdays, Thursdays and/or Fridays.

Human Resources Assistant FALL: The leading provider of reproductive health services has an opportunity for a Human Resources internship at its offices in St. Paul. The Human Resources Assistant intern will work with the HR team as they start of the new year, as well as gain experience in areas of payroll and benefits, recruitment, and other key HR areas. This intern will have many opportunities to assist the department based on the candidate's interests and needs of the department. Duties will include assisting the team in preparation for external audits of practices and personnel files, as well as play an essential role in the Recruitment & Selection process and help ensure a high level of accuracy in all HR operations. A 3-4 month commitment at 16-24 hours/week is preferred; however, time requirement is flexible and will work within the candidate's schedule and expectations. A great opportunity for students in HR Masters programs to gain some hands-on experience!

Clinic Administrative Assistant FALL: Make a great first impression on all of our patients entering the clinic as a Clinic Administrative Assistant! Responsibilities include greeting patients, answering phones, providing basic information and community referrals when needed and making our patients feel comfortable at the clinic. You will also be asked to maintain patient records, file lab reports as well as other miscellaneous office tasks as needed. This position is essential for the smooth and efficient operation of our clinics. Qualified candidates will have experience in customer service, answering phones and a basic knowledge of reproductive health and community services. Candidates should also be able to provide friendly and helpful assistance as well as the ability to observe patient confidentiality.



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We're building a new flagship health care center!