HDFS INTERNSHIP SITE INFORMATION SHEET

Organization Name: Planned Parenthood Mar Monte

Contact Person

Name: Jeannette Soriano
Phone: (775) 321-8715
Email: jeannette_soriano@ppmarmonte.org
Physical Address: 455 W. Fifth Street, Reno, NV 89503

Internship Site Information:

Planned Parenthood Mar Monte improves and transforms the lives of 250,000 women, men and children every year in 29 counties throughout mid-California and 13 counties in Northern Nevada. We reach people through our medical services, education programs and advocacy initiatives. NOTE: This internship is available for an early start, beginning in August.

DESCRIPTION OF LIKELY DUTIES: Coordinate logistics for local tabling and voter education activities including, but not limited to, on campus events (Domestic Violence Safety Day, Health Fairs, etc.), Komen Walk, annual Roe event, and voter registration, canvassing and phone banks; participate in tabling events to promote services and increase issues awareness, assemble condom kits, arrange for education team speaking engagements, prepare materials for handouts; track tabling event activities and evaluate; adherence to affiliate policies, procedures; perform other duties as assigned

Number of Internships Available: 2

Student Requirements:

1. Ability to relate professionally to staff and the public, collaborate with diverse groups, work as a member of a team, and retain a positive outlook under pressure
2. Excellent organizational/decision-making skills (initiates independent work/setting priorities)
3. Proficiency in Microsoft Office software, and effective written and verbal communication skills
4. Ability to maintain confidentiality
5. Commitment to the mission and philosophy to Planned Parenthood

How will student obtain this internship position?

To apply for a volunteer position please complete the following steps:

• Return the completed Volunteer/Intern Application
• Complete a phone interview with the Volunteer Program Coordinator
• Review the Volunteer Orientation email and submit the required forms (Legal Compliance form; Background Check forms; Proof of clear TB Test & Rubella immunity (if volunteering in a health center)
• Depending on the volunteer position, once a volunteer placement is confirmed, an in person interview and/or background check may be conducted

Completed 5/10/2017