

Internship Opportunity Summer 2008

Fundraising and Development Internship

CHOICE—Concern for Health Options: Information, Care, and Education – founded in 1971, is a non-profit organization dedicated to increasing awareness of and access to reproductive and sexual health services, especially among underserved populations, who often experience barriers to care. CHOICE provides information, education, counseling, referrals, and advocacy to more than 50,000 individuals annually through its free and confidential Hotlines and its Community Education Department. CHOICE also helps families obtain free or low cost health care and insurance for their eligible children.

The internship will provide an opportunity to gain hands on experience in non-profit grant writing, fundraising, and development. They will have the opportunity to read, craft, and participate in the grant writing process and interact on a daily basis with our professional development staff. They will cultivate donor research skills and gain a keen understanding of the fundraising process. This is an excellent opportunity to build relationships within the women's social service network and the fundraising community in Philadelphia.

Qualifications

- Junior or Senior Status
- Experience or knowledge of reproductive health/women's health issues
- Basic computer skills—proficiency in Microsoft Office and internet research skills
- Strong writing and communication skills
- Excellent organizational skills and ability to prioritize tasks
- Interest in non-profits development and fundraising
- Must be detail oriented and work well with limited supervision
- Enthusiasm and passion for CHOICE's mission.

Hours Per Week: Minimum of two, seven (7) hour days a week

Responsibilities: Personally assist the development staff and President in researching individual donors and grants with projects including, but not limited to:

- Collecting and researching information about former staff and Board Members;
- Brainstorming ideas for upcoming fundraising and donor thank you events;
- Researching and producing a letter of intent and/or grant proposal to submit to a foundation;
- Taking notes at fundraising meetings as necessary;
- Assisting with bulk mailings, newsletters, and fundraising materials development;
- Researching issuing including; sex education, emergency contraceptive availability, PA state health and education policy, and all matters related to reproductive and sexual health.

If interested in this position, please fill out and send the attached intern application, résumé, and a writing sample by **April 4th** to: Bethany Andorfer Morley, Development Associate, CHOICE, 1233 Locust Street, Suite 301, Philadelphia, PA 19107 or via e-mail at bethany@choice-phila.org. If sending via e-mail, please indicated Fundraising and Development Internship in the title.

CHOICE

Educating the Community to Make Informed Decisions

VOLUNTEER/INTERN APPLICATION

Name: _____ Address: _____

City, State, Zip: _____ Email: _____

Sex: Male Female

Phone: Home () _____

Work () _____

How did you hear about CHOICE?

From someone affiliated with CHOICE?

Staff member

Board Member

Volunteer

Other (please explain)

Advertising (where? when?)

 Internet

School

Please tell us why you are interested in volunteering/interning at CHOICE

Please indicate the skills you can offer:

Information Research

Clerical

Speaking about

Writing

Computer experience (explain)

sexual health issues

Public Speaking

 Other

Art/Graphic Design

Special events

Hobbies _____

Mailings

Do you have experience working with a particular population or culture?

Yes No Please Explain: _____

◦ **What is your education? Please check highest attained.**

- Grade School High School/GED Technical School
 Some College College Graduate Master's Degree

Relevant School Course Work
(i.e. Human Sexuality)

◦ **Are you fluent in any language other than English?** Yes No

Please specify language _____

◦ **How long a commitment can you make to CHOICE?**

- Occasional special events 3 months 6 months a year or more

other: _____

◦ **How many hours can you volunteer/intern?**

_____ hours per week or

_____ hours per month or

occasional volunteering around a special event _____

◦ **Please check all the times you may be available to volunteer/intern?**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Mornings _____							
Afternoons _____							
Evenings _____							

Thank you for your interest in CHOICE!

**Please mail this application to: CHOICE, 1233 Locust Street, 3rd floor,
Philadelphia, PA 19107.**