



Intern **Job Description**

Reports to: Executive Director

Summary of the Position:

The intern will be responsible for specific projects as requested by the Executive Director. Examples of projects include community outreach and engagement, Sex Ed for All Month campaign, external communication tools such as reports and position statements, website updates, fundraising campaigns, etc. This internship is located in Montgomery, AL, with opportunity for remote work.

Requirements of the Position:

The ideal candidate should be able to work well independently, possess attention to detail, and be willing to learn. Excellent time management, organizational and communication skills required. Experience with Microsoft Office package and Wordpress necessary; Mailchimp experience a plus.

Responsibilities:

- Understands, endorses and promote the vision, values, and mission of the Alabama Campaign
- Supports the overall work of the Alabama Campaign by conducting activities ethically and with integrity; demonstrating respect for colleagues, dedication to quality improvement, and commitment to service
- Assumes responsibilities, tasks, or special projects as requested by the Executive Director

Compensation:

This internship is paid \$15.00 per hour. Interns are limited to working 10 hours per week for 15 weeks. Travel and associated costs for Alabama Campaign related events will be reimbursed.

To Apply:

Send your cover letter and resume to christina@alabamacampaign.org.

The Alabama Campaign for Adolescent Sexual Health is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.