

**Minnesota State Fair Organizing Intern
Summer 2017**

Pro-Choice Resources is an organization committed to lifting up Reproductive Justice and ending reproductive oppression through grassroots advocacy and direct service. Established in 1967, our mission is *to work to ensure that all people and communities have the power and resources to make sexual and reproductive health decisions with self-determination and dignity.*

Job Description:

Pro-Choice Resources is looking for a justice minded, well organized intern to help us run our booth at the Minnesota State Fair. Pro-Choice Resources has been at the Minnesota State Fair for 42 years, and we are the only Reproductive Justice booth at the fair. If you're an outgoing, well-organized, self-directed individual that strongly values reproductive and social justice, then this internship is for you.

Internship responsibilities include, but are not limited to:

- Representing PCR to the public
- Coordinating event logistics
- Recruiting, scheduling, and training volunteers
- Ordering merchandise and tracking inventory
- Co-creating volunteer training and updating volunteer handbook
- Helping with setup and takedown of materials at the MN State Fair
- Being on-call for the full 12 days of the MN State Fair

Qualifications:

- We require that you must be available during the full 12 days of the 2017 MN State Fair: August 24-September 4.
- Ideal candidate would have past experience in organizing a big event while coordinating a large number of volunteers over multiple days.
- Interested in reproductive and social justice
- Comfortable working with Mac and Android
- Comfortable working with Word, Excel, and Google Apps
- Personable and articulate
- Possess strong communication and organizational skills
- Have access to a reliable transportation
- Generally fun to be around

Position Details:

- Hours: 12 hours per week with a flexible schedule.
 - During the MN State Fair, the intern may be required to work more than 12 hours
- Pay: \$15/hour (Payment for this comes position comes in two installments, one at the midpoint of the internship and one at the end of the internship)
- This internship can be used for academic credit.
- We strongly encourage people of color, young people, low-income people and LGBTQ people to apply.

Deadlines: Resumes and cover letters will be accepted until May 19. Initial phone interviews will be scheduled as applicant documents are received. In person interviews will held May 23, May 24, and May 25. Desired start date is 6/1/17. Approximate end date 9/14/2017.

Interested candidates should submit their resume and cover letter in PDF format via email with the internship title in the subject line to Karen Law, Executive Director, karen@prochoiceresources.org. Any and all inquiries about this position should be submitted via email. No phone calls please.