



Internship and Fellowship Program General Information

The mission of NARAL Pro-Choice Texas (NPCT) is to recruit, develop and sustain a constituency that uses the political process to promote public health policies that guarantee every woman access to the full range of reproductive healthcare. This includes responsible sexuality education, short- and long-term contraceptive methods, adequate pre- and post-natal care, and legal abortion.

NPCT is an affiliate of NARAL Pro-Choice America, meaning that we are an independent operating entity with vast resources from our national office in Washington, DC and the 23 other affiliates in our network. NPCT is a statewide, political advocacy organization which actually encompasses three separate organizations in our office:

1. NARAL Pro-Choice Texas Foundation, a 501(c)(3), is our education arm which, among other things, produces in-depth reports and research regarding our issues in addition to hosting our Campus Organizing Program;
2. NARAL Pro-Choice Texas, a 501(c)(4), is our advocacy arm which, among other things, allows us to activate our grassroots supporters, lobby during the legislative Session and otherwise advocate for our issues.
3. NARAL Pro-Choice Texas PAC is a statewide General Purpose Action Committee registered with the Texas Ethics Commission which aims to help elect pro-choice candidates and defeat anti-choice candidates in election season.

NPCT consists of three full-time staff members and a board of directors. In addition, NPCT works with campus organizers, Choice Action Team (CAT) leaders, and a variety of supporters, elected officials and members of the media throughout the state to fulfill our mission.

About Internships and Fellowships:

The NPCT internship and fellowship programs are designed to be a hands-on, “real-world” experience for students and recent graduates to gain experience and contribute to the mission of our organization. Many former interns and fellows have gone on to gain professional employment in numerous areas of public interest and have noted the experience they gained at NPCT as helping to prepare them.

The NPCT internship and fellowship programs are designed for different levels of candidates: candidates applying for a fellowship generally include graduate students, PhD candidates or recent graduates; intern candidates are generally undergraduate students.

All NPCT interns and fellows are expected to complete one hour per week of administrative duties, both because administration is the foundation of any organization, but also so no single intern is stuck with a large amount of data entry, for example.



NPCT arranges several field trips per semester which may include a tour of the Capitol and visit with a pro-choice legislator, a tour of a women's health clinic, and others. Additionally, interns and fellows may be invited to join staff on meetings with coalition partners, elected officials, presentations, events or other relevant experiences.

All NPCT interns and fellows are encouraged to seek out information to enhance their experience with NPCT and also to take advantage of staff experience as working professionals in the public interest field.

Upon completion of an internship or fellowship, interns and fellows are encouraged to review their resume and cover letter with a staff member to best highlight experienced gained at NPCT.

Currently, all internships and fellowships are unpaid. Interns and fellows are encouraged to seek class credit for their service through their educational institution.

Internships and fellowships are offered year-round and range between 10-40 hours per week.

Internship Program: Undergraduate Interns

Because we assume most undergraduate students are looking for a general overview of non-profit, political advocacy or women's rights work, NPCT designs this tier to give interns a variety of different tasks in order for an intern to be able to assess which aspects of our work they prefer or best meet their skills to pursue. For example, by working on a variety of projects (drafting documents, etc) one comes away with an idea of "I liked working on press relations, but not grassroots organizing," etc.

Fellowship Program: Graduate Students, Recent Graduates, etc.

Our fellowship program is designed for graduate students, recent graduate and other candidates with unique circumstances seeking to further their existing experience and knowledge of women's health and rights. Fellows will be responsible for a major project over the course of a semester and generally have some area of expertise in which they can contribute to NPCT. Often times, fellows coordinate a senior thesis or PR with their work at NPCT. Previous fellows have helped generate special reports on access to women's health services at Texas hospitals and Crisis Pregnancy Centers; others have used their development skills to create a major donor database for our fundraising programs.

Applying for an Internship/Fellowship:

The NPCT internship and fellowship programs require a **resume, letter of interest, references** and a **formal interview with a staff member**. Five to seven slots for internships and fellowships are granted every semester for the spring, summer and fall semesters. **Applications for an internship or fellowship are accepted on a rolling basis with most positions filled by January, May and September.** Interns and fellows who receive positive reviews upon their final evaluation are often times invited to continue their service with NPCT.

The following are various types of internships/fellowships available throughout the year.



Internship Title Public Affairs Intern

Job Description

- Assisting with NPCT public interest and research campaigns;
- Researching pertinent issues that arise in preparation for the 81st Regular Legislative session;
- Making contact with members of the media regarding NPCT campaigns;
- Organizing NPCT supporters around legislative issues;
- Other office duties as assigned.

Qualifications NARAL Pro-Choice Texas seeks individuals with a strong commitment to reproductive rights who enjoy working in a fast-paced environment. Intern must be detail-oriented self-starter with the ability to work on several tasks concurrently. Ideal candidates should possess strong communication skills, a sense of humor, and the ability to work in a team environment.

Application Instructions Please send a cover letter, a resume and references to Laurie Felker Jones. The internship is unpaid but can be conducted for class credit or in partnership with a work-study program, if applicable. The internship program can be tailored to your graduate/undergraduate student status. Additional projects can be designed to fit the individual needs of students in our organization.

Contact information for interested students:

Name Laurie Felker Jones
Address NARAL Pro-Choice Texas (formerly TARAL)
P.O. Box 684602, Austin TX 78768

Phone (512) 462-1661
Fax (512) 462-2007
Email laurie@prochoicetexas.org
Website www.prochoicetexas.org
Job Location Austin, Texas

Frequency of internship Fall, Spring and Summer



Internship Title Radio/Television/Film Intern

Job Description

- Creating a video history of NPCT’s mission, work, supporters and activists for the 30th anniversary and 35th anniversary of Roe v. Wade in 2008;
- Conducting research and preparing materials in relation to the video project/short film;
- Other office duties as assigned.

Students with a focus in radio/television/film, media relations, public policy, communications, women's studies, government, and social work may be particularly interested. The internship is unpaid but can be conducted for class credit or in partnership with a work-study program, if applicable. The internship program can be tailored to your graduate/undergraduate student status. Additional projects can be designed to fit the individual needs of students in our organization.

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Internship Title Information Technology Intern

Job Description

- Assisting in the areas of database (constituent relationship) management, website content and business process management;
- Assisting in managing the technical aspects of online social networking, such as updating MySpace and FaceBook pages to ensure timely online communication of activities
- Recommending and installing equipment updates, running/creating database reports, queries and stored procedures, importing/exporting records, de-duplicating records and managing lists, donation forms and contact forms
- Other office duties as assigned.

Through a user-friendly content management system, the intern will also assist in updating, managing, and publishing content across NARAL Pro-Choice Texas' official web site, participating in meetings for web site content projects. The intern will also assist in determining business process needs. We are looking for a detail-oriented person with an interest in website design, database and project management. Some knowledge html, digital photography, internet graphic creation, technical support, and database management is preferred.

Students with a focus in management information services (MIS), communications, women's studies, government, and social work may be particularly interested. The internship is unpaid but can be conducted for class credit or in partnership with a work-study program, if applicable. The internship program can be tailored to your graduate/undergraduate student status. Additional projects can be designed to fit the individual needs of students in our organization.

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Internship Title Campaigns and Elections Intern

Job Description

- Informing candidates running for office in November on our issues;
- Supporting pro-choice candidates by organizing volunteers to help with their campaign;
- Conducting research and preparing materials in relation to the elections;
- Other office duties as assigned.

Students with a focus in public policy, communications, women's studies, government, and social work may be particularly interested. The internship is unpaid but can be conducted for class credit or in partnership with a work-study program, if applicable. The internship program can be tailored to your graduate/undergraduate student status. Additional projects can be designed to fit the individual needs of students in our organization.

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Internship Title Campus Organizing Intern

Job Description

- Assisting with organizing the support of university students to NPCT campaigns;
- Raising awareness of women’s reproductive rights on Texas’ campuses;
- Identifying opportunities for pro-choice public education at colleges, community fairs, and other events students might attend;
- Helping implement NPCT Foundation’s "Prescribe my EC!" campaign to educate Texas women about emergency contraception;
- Other office duties as assigned.

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Internship Title Legislative Intern

Job Description

- Establishing contact with the offices of State Senators and Representatives to discuss women’s issues;
- Researching pertinent issues that arise in preparation for the 80th Regular Legislative session;
- Attending and taking notes on House and Senate debates;
- Organizing NPCT supporters around legislative issues;
- Other office duties as assigned.

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