



Internship Role Description for Eleven+ Scholar Applicants

Name of Hosting Organization:

Pregnant with Possibilities Resource Center

Internship Role Title:

Administrative

Number of roles available:

2

Available to (select any that may apply)

College Student

Graduate Students

Work Location & Office Covid Protocols is applicable (select any that may apply)

All in person

Flexible/hybrid- The role can be a combination of virtual and in person

Internship Work Address:

20700 Southgate Park Blvd
Maple Heights, OH, 44137

Many of applicants utilize public transportation. Is the work location accessible by public transportation?

Yes, the work location is accessible by public transportation (Bus/Train)

If you selected yes, the work location is accessible by public transportation please provide additional information such as what bus or train line is accessible to the work location

We are right across the street for the Southgate Transit Center, which serves the following bus lines.

19-19A-19B: Broadway

40: Lakeview - Lee

41-41F: Warrensville

90: Broadway - Libby

Mission of Hosting Organization

Founded in 2015, Pregnant with Possibilities Resource Center's (PPRC) mission is to provide culturally competent sexual health education, perinatal support, tools, and techniques that equip individuals to overcome barriers to give birth to their goals. Our vision focuses on empowering all to excel by encouraging healthy decisions and improving birth outcomes in the communities we serve.

How does this internship role support the mission/purpose of the organization

The Administrative is responsible for handling a wide range of administrative, organizational, and executive support related responsibilities. The executive assistant use discretion, judgement and knowledge of the organization when dealing with all persons related to Pregnant with Possibilities Resource Center.

What functions within the organization will the intern be working with? For example, this role

will work with Staff Counselor, Finance Staff, and Operations Team

- Takes direction and supervision from the Executive Director.
- Schedules Executive Director's meetings and teleconferences upon request.
- Maintains a full comprehension of the organization's philosophy, operations, and procedures.
- Assists with program communications and mailings.
- Maintains all program records systems in a confidential manner.
- Helps coordinate logistical planning of specified meetings and events.
- Directly assists Executive Director with projects/sessions.
- Attends PPRC meetings and events as required.
- Develops office forms and updates documents.
- Conducts research and compiles data on a variety of topics and issues.
- Maintains and updates computer files.
- Schedules and coordinates open position interviews and PPRC events.
- Prepares outgoing correspondence.
- Is proficient with office equipment of all types and has mastered all relevant computer programs such as Microsoft Office which are important to the operation of the organization.
- Answers and transfers incoming calls.
- Any and all other duties as may be requested.

Will there be additional networking opportunities within the organization for the intern to gain expose to other roles and functions.

There will be several opportunities for networking.

Anticipated Start Date	Monday, May 13, 2024
Anticipated End Date	Tuesday, August 27, 2024
Total Number of Weeks for the internship:	14
Total Number of hours per week the intern is expected to work:	20
Workday starts at: (start time or flexible)	Flexible between 8 a.m. - 10 a.m.
Workday ends at: (start time or flexible)	Flexible
Host Organizations website:	www.pregnantwithpossibilities.com
Contact Name	Veranda Rodgers
Contact Email	info@pregnantwithpossibilities.com
Mentor Name	Nickol Calhoun
Mentor Email	dop@pregnantwithpossibilities.com

Internship Summary

The intern will support the Executive Director and be responsible for helping to organize, coordinate and

execute administrative task.

Essential Responsibilities of this role?

- Takes direction and supervision from the Executive Director.
- Schedules Executive Director’s meetings and teleconferences upon request.
- Maintains a full comprehension of the organization’s philosophy, operations, and procedures.
- Assists with program communications and mailings.
- Maintains all program records systems in a confidential manner.
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Skill Development Opportunities

Communication Skills

Problem Solving Skills

Time Management

Creativity

Work Ethic

Leadership Skills

Knowledge and skills required for this role

Written communication skills, customer service skills, organizational skill

What does success look like for the intern at the end of the summer

Success = Goal accomplishment + effort

Prepared by: Veranda Rodgers

Date Monday, November 27, 2023