

# Internship Role Description

for Eleven+ Scholar Applicants

**Name of Hosting Organization:**

Pregnant with Possibilities Resource Center

**Internship Role Title:**

Intern

**Industry Classification**

Nonprofit

**Internship Category**

Nonprofit Management

**Number of roles available:**

1

**Available to (select any that may apply)**

College Student

**Work Location (select any that may apply)**

100% In-person

**Internship Work Address:**

20700 Southgate Blvd  
Cleveland, OH, 44137

**Mission of Hosting Organization**

Our mission is to provide holistic perinatal support, sexual risk avoidance education, and barrier-breaking resources that help individuals not only give birth to healthy babies-but also to their goals and purpose.

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

This position offers hands-on experience in nonprofit program management, data-driven evaluation, and client-centered service coordination.

**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**

The intern will work directly with the Care Coordinators in assisting pregnant and parenting clients and will gain exposure to community-based maternal health programming.

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

By the conclusion of the internship, the intern will have developed:

1. Program Evaluation Skills – understanding how to assess program effectiveness through data-driven insights.
2. Program Development Skills – exposure to designing, planning, and implementing community programs.
3. Data Collection and Analysis Skills – hands-on experience with collecting, organizing, and interpreting program data to inform decision-making.

**Anticipated Start Date**

Monday, May 11, 2026

**Anticipated End Date** Friday, August 21, 2026

**Total Number of Weeks for the internship:** 15

**Total Number of hours per week the intern is expected to work:** 30

**Workday starts at: (start time or flexible)** Flexible

**Workday ends at: (start time or flexible)** Flexible

#### **Host Organizations website:**

pregnantwithpossibilities.org

**Hiring Contact Name** Danica Rice

**Hiring Contact Email** hr@pregnantwithpossibilities.org

#### **Internship Summary**

The Intern will support the Pregnant with Possibilities Resource Center (PPRC) through program administration, data analytics, and evaluation documentation over the course of the internship.

#### **Essential Responsibilities of this role?**

- Receive direction and supervision from the Executive Director.
- Assist in the coordination logistical planning of specified meetings and events.
- Directly assists the Executive Director with special projects and program sessions.
- Conducts research and complies data on a variety of organizational related topics and issues.
- Maintains and updates computer files, ensuring accuracy and confidentiality.
- Demonstrates proficiency with office equipment and relevant software programs (e.g., Microsoft Office Suite).
- Answers and transfers incoming calls professionally and courteously.
- Assists with program evaluation and documentation.
- Performs other related duties as assigned.

#### **Skill Development Opportunities**

Problem Solving Skills

Time Management

Creativity

Adaptability

#### **Knowledge and skills required for this role**

- Enrolled in an accredited college or university pursuing at least an associate's degree.
- Demonstrated interest in research and program evaluation.
- Strong verbal and written communication skills.
- Ability to analyze and interpret data effectively.
- Excellent organizational and administrative skills .
- Proficiency in Microsoft Office Suite and general computer literacy.
- Ability to work independently while maintaining a high level of professionalism.

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

PPRC will utilize the intern to help compile participant program evaluations, analyze outcomes, and prepare written reports summarizing findings and trends to support ongoing program improvement and innovation.

**Prepared by:**

Danica Rice, MHRM

**Date**

Tuesday, November 18, 2025