

**Medical Advocacy Assistant Position  
Part Time and Temporary  
November 4, 2020 - January 29, 2021**

**Organization: Physicians for Social Responsibility Pennsylvania**

Physicians for Social Responsibility (PSR) Pennsylvania promotes social responsibility by protecting health, the environment and communities through education, training, direct service, and advocacy. We speak out against violence – from the street level to the global level – and whether against humans or against the very biosphere in which we live.

**Position: Medical Advocacy Assistant Position**

**Description:**

PSR Pennsylvania seeks a dynamic, self-starter to assist organizing, event planning, and execution efforts for special projects within the organization. This temporary, part time position is an excellent opportunity to gain experience in various aspects of both organizing healthcare providers and preparing for and conducting a virtual public health event with a nonprofit organization.

One of the main focuses will be organizing a team of healthcare providers through our existing contacts to form a group of Pennsylvania healthcare providers who are able to respond to and make guiding decisions on incidents and issues surrounding the unconventional gas development industry.

Another main focus will be to plan, and facilitate a virtual public health event presenting health-related issues surrounding the unconventional gas development industry.

**Responsibilities:**

Assist in calling, writing, editing and sending out communications

Assist in planning, organizing, and executing a virtual public health event

Support communications, organizing, and events work with staff, volunteers, and fellows

**Qualifications:**

- Must be working toward or a graduate of an undergraduate or advanced degree, preferably in a related field (e.g., Environmental Studies, Medicine, Nursing, Public Health, Environmental Health, English, Marketing/Communications, Conflict Resolution, or Public Relations).
- Must have an understanding of the basic principles of event planning, communications, public relations.
- Must be computer literate (working knowledge of Microsoft Office and Google suites) and preferably familiar with Constant Contact, Wix and/or other comparable communications tools.
- Must have excellent written and oral communication and interpersonal skills.
- Pennsylvania residents and/or familiarity with Pennsylvania is preferred, and will be discussed upon the interview opportunity

**Hours and Compensation:**

Starting November 4, 2020 and ending January 29, 2021

20 hours per week (with some flexibility expected during busy times/down times)

\$16.30 per hour

**Location:**

Remote. There may be a few, optional in-person events to attend and document in accordance with social distancing requirements

**To Apply:** Qualified candidates should send resume and cover letter to Tammy Murphy, Medical Advocacy Director at [tammy@psrpa.org](mailto:tammy@psrpa.org) with Advocacy Assistant in the subject line. Applications without the required skills and experience will not be considered. NO PHONE CALLS PLEASE. PSR Pennsylvania reserves the right to review and revise this document at any time. This document represents a description of intended internship content, and should not be construed in any way to be a contract of employment.