

Virtual Public Health Event Organizing Fellowship
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: Virtual Public Health Event Organizing Fellow

Description:

PSR Pennsylvania seeks a dynamic, self-starter to assist event planning and execution efforts for a special project within the organization. This fellowship is an excellent opportunity to experience various aspects of organizing with a nonprofit organization. The 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 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
10 hours per week (with some flexibility expected during busy times/down times)
\$1600 (\$533.33 per month for duration of program participation)

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 your resume and cover letter to Tammy Murphy, Medical Advocacy Director at tammy@psrpa.org with Event Fellowship 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.