



Planned Parenthood Action Council Planned Parenthood Association of Utah

Position Title: Student Organizer

Reports To: Public Affairs Coordinator

Job Summary: Develops and facilitates Students for Choice group at the University/ College currently attending, to promote awareness and activism around the areas of reproductive health and rights. Includes group development; formal registration, and recognition as campus group; maintaining a consistent group presence on the campus; and effectively communicating messages to support the mission of Planned Parenthood.

Typical Duties and Responsibilities:

1. Maintain and expand established Students for Choice group at University or College currently attending.
2. Designate a faculty advisor and recruit and develop a student advisory board for ongoing involvement with the group.
3. Responsible for regularly scheduling and staffing information/advocacy tables on campus to recruit new student members and distribute information for Planned Parenthood Action Council and Planned Parenthood Association of Utah.
4. Schedule and facilitate Students for Choice meetings at least monthly to implement goals of the group to inform and activate students around reproductive health care and reproductive rights.
5. Work with staff to develop short and long-term goals of established Students for Choice groups.
6. Attend an annual training or other pertinent training at Planned Parenthood Association of Utah to learn how to effectively communicate to different groups about reproductive health care and rights.
7. Identify and develop a plan to access and utilize financial support from University and other sources. Includes submitting a yearly budget to student government for funding.
8. Work with staff to develop a sample budget to be used by other student organizers.
9. Cultivate and develop relationships with other campus groups to work on common campus goals, events, presence on campus and other pertinent issues.
10. Implement stated goals by providing a consistent presence at on and off campus events attended by students of university or college.
11. Work with staff to conduct information sessions for college groups including Resident Advisors, sororities, fraternities and other groups around reproductive health care and rights.
12. Monitor university newspaper and other university media and events on pertinent issues. Work with staff to facilitate appropriate responses to articles and events on issues relevant to reproductive health care and rights.
13. Work with staff to develop marketing materials, promotions and events to support and grow the student group.
14. Act as student organizer liaison at team meetings, board meetings, and other Planned Parenthood functions.
15. Attend coalition meetings and assist with lobbying efforts as requested

16. Assist staff with special projects on as-needed basis.
17. Develop a report on progress and work performed quarterly to the staff.

Qualifications:

1. Must currently be a college student at University/ College where student group exists or is to be established.
2. Must be able to perform job in 3-15 hours a week.
3. Strong written and verbal communication.
4. Strong interpersonal skills.
5. Commitment to confidentiality, honesty and ethics.
6. Computer experience- MS Word, Excel and Internet use a plus.
7. Ability to initiate and complete tasks in a timely manner.
8. Experience in working in collaboration with individuals and community organizations helpful.
9. Commitment to the mission/ philosophy of the organization.

Payment Summary: All campus organizers will be paid through a yearly stipend which will be received in two payments – Fall and Spring semesters. Stipend will be calculated based on a weekly hourly average. Fall and Spring semester consist of 15 weeks. Payment as follows:

Weekly Average:

- 3 hrs: \$300.00/ semester
- 4 hrs: \$400.00/ semester
- 5 hrs: \$500.00/ semester
- 6 hrs: \$600.00/ semester
- 7 hrs: \$700.00/ semester
- 8 hrs: \$800.00/ semester
- 9 hrs: \$900.00/ semester
- 10 hrs: \$1000.00/ semester
- 11 hrs: \$1100.00/ semester
- 12 hrs: \$1200.00/ semester
- 13 hrs: \$1300.00/ semester
- 14 hrs: \$1400.00/ semester
- 15 hrs: \$1500.00/ semester

For example: If you average 6 hours per week during the semester, you will be paid a \$600 stipend for the entire semester.

Campus Intern _____ Campus _____

Date _____ Supervisor _____