

**Job Title: Impact Intern**

Every Mother Counts (EMC) is a non-profit organization dedicated to making pregnancy and childbirth safe for every mother, everywhere. EMC seeks to improve maternal health by supporting local, community-led programs in the areas of education, advocacy, and healthcare access. EMC works towards achieving its mission through partnerships with local organizations and healthcare providers, fundraising, and raising awareness about maternal health issues.

Job Summary:

EMC works to address the global maternal health crisis through our three focus areas: 1) awareness raising to galvanize the broader public to be maternal health advocates, 2) grantmaking to community-based organizations in the U.S. and globally focused primarily on workforce development and service delivery, and 3) policy and advocacy efforts primarily in the US supporting key maternal health legislation to catalyze systemic change.

The Impact team manages and implements EMC's programmatic areas of work, which include grantmaking and policy and advocacy. The Impact intern will work closely with the Director of Grantmaking, the Manager of Policy and Advocacy, and the Program Associate of Grantmaking and Impact, and will work collaboratively across departments as needed. We are seeking an intern that will play a key role in supporting the Impact team's operations and special projects.

Responsibilities:

- I. Grantmaking Support
 - a. Assist the Program Associate with data entry and data cleaning in grants management system
 - b. Support in sharing relevant grantee content with staff and the Communications team from reports and media
 - c. Engage in research opportunities related to historical EMC grant totals, qualitative analysis of grantee reports, and grantmaking criteria development
- II. Policy and Advocacy Support
 - a. Support the Manager of Policy and Advocacy with tracking key legislation related to U.S. maternal health
- III. Administrative Support
 - a. Attend weekly Impact team meetings, compile and share agenda items, and record meeting notes
 - b. Track Impact team events, content, policy activities, speaking events, and conferences

Qualifications:

- Currently enrolled in an undergraduate degree program
- Interest in nonprofit work and maternal health issues
- Excellent organizational skills and attention to detail
- Strong written and verbal communication skills
- Strong organizational and analytic skills, including proficiency in Microsoft Office Suite
- Knowledge and/or interest in the field of global and U.S. maternal health, human rights, and birth justice
- Ability to work independently and as part of a team
- Commitment to Every Mother Counts' mission
- Must be eligible to work in the United States.

Compensation: \$17/ hour

Duration:

The intern will work approximately 28-32 hours per week for a 10-week period from the week of June 17, 2024 through the week of August 19, 2024. This is a 4 day a week hybrid internship program. Interns are required to work in-person at our NYC based office at least 3 days per week. While college credit is not mandatory, EMC can provide relevant documentation for credit if needed.

To Apply:

Please submit a resume and in lieu of a cover letter, provide answers to the questions below. Responses are to be 4- 5 sentences per question. Materials can be sent to Careers@EveryMotherCounts.org with "Impact Intern" in the subject line.

1. What interests you about working at Every Mother Counts?
2. Tell us about an achievement you are proud of either personally or academically.
3. What do you view as the most important skill for succeeding in the summer internship program?