



## Position Available: INTERN

Posted December 2009

Physicians for Social Responsibility-Los Angeles (PSR-LA) seeks a part-time or full-time Intern to collaborate with staff in membership building, program implementation, organizational development, and office administration. This position will benefit individuals interested in learning about PSR-LA's dynamic programs, the fundraising initiatives on which they depend, and non-profit management.

### About the Organization

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PSR-LA is a physician and health advocate membership organization working towards system and policy changes to protect public health from nuclear threats and environmental degradation. Representing over 4,000 physicians, health professionals, and concerned residents in Southern California, we inform the medical community and policymakers about toxic threats, teach them about safer practices, build coalitions with state-wide and national organizations, and strengthen local community organizations to engage in meaningful public health and environmental advocacy.

PSR-LA was founded in 1980 as a local affiliate of the national organization, Physicians for Social Responsibility (PSR), and is now the nation's largest PSR chapter. Visit [www.psr-la.org](http://www.psr-la.org) to learn more.

### Qualifications and Desired Skills

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- Recent college graduate or current student with an interest in peace and security issues and/or environmental health and justice
- Proficiency in Microsoft Office suite, database programs, internet research
- Previous experience in applied research
- Demonstrated commitment to social justice
- Excellent interpersonal and communication skills
- Strong organization and project management abilities
- Ability to establish priorities, work independently, and proceed with objectives without supervision

### Tasks and Responsibilities

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- Provide staff support for program planning and implementation
- Maintain membership and donor database, plan development activities
- Assist with foundation grants and reports
- Design and produce publications
- Review and answer correspondence, including distributing mail and email
- Coordinate with vendors, visitors, and volunteers
- Take notes and minutes at meetings and other related duties as requested

### Hours

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This position requires a minimum commitment of 10 hours per week during regular business hours and/or some evenings/weekends.

### Application Instructions

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Please submit your resume and cover letter via email (preferred), mail, or fax to:  
Ana Mascareñas | Physicians for Social Responsibility-Los Angeles  
617 S. Olive St. #810 | Los Angeles, CA 90014  
Fax: 213-689-9199  
Email: [amascarenas@psr-la.org](mailto:amascarenas@psr-la.org)