Position Title: Program Navigation Intern
Reporting To: Prevention Services Engagement Program Manager
Status: Intern

Organization Overview:
Prevention Point Philadelphia (PPP) is a multi-service public health organization dedicated to promoting health, empowerment, and safety for communities affected by drug use and poverty. PPP meets people where they are, providing information and access to resources with dignity and respect. Using a prevention-based approach, PPP offers low-threshold, culturally sensitive, non-judgmental services to address the health and social service needs of people impacted by substance use

On-Site Responsibilities
(Tasks can be adapted to each student's skill level and readiness)

- Assist with **set-up and break-down** for Love Lot, Drop-In, and kit-making events.
- Provide **basic navigation** to PPP services (testing, medical care, PrEP/PEP, safer-use resources). • Support **volunteer activities**, including demonstration of tasks and keeping the space organized. • Maintain **participant confidentiality** and model non-judgmental, trauma-informed engagement.

Possible Off-Site/Alternative Scheduling Responsibilities
(Flexible, can be completed around the student's schedule)

- Keep **volunteer hours, attendance, and participation tracking** organized and current. • Maintain calendars of **community events, council district meetings, and City Hall hearings**. • Support **data entry, documentation, and reporting** of program activities.
- Participate in **outreach**, developing resource lists, or simple educational materials. • Assist with **communications**, including updating schedules, confirming volunteer shifts, and preparing materials for events.
- Participate in **venue-based outreach** to connect community members with services.

What Students Can Customize
Depending on interests or academic requirements, interns can focus on:

- Direct client engagement
- Outreach and community engagement
- Volunteer management
- Harm reduction practice and public health skills building
- A combination of all the above

Trainings & Required Reading:

- Exchange Training (exchangesupplies.org)
  - NSP L1
  - NSP L2
  - Core knowledge and key practice skills for the provision of effective help to people who use drugs • PPP Overdose Reversal Training
- We are the researched, the researchers, and the discounted: The experiences of drug user activists as researchers

- *The Gentrification of the Mind: Witness to a Lost Imagination* by Sarah Schulman
- *Health Justice Now* by Timothy Faust
- How Euphemistic Corporate Language Aided Purdue Pharma's Role in the Opioid Crisis

---

CPGC's Fellowship Program

This funded opportunity is part of a larger CPGC fellowship that offers a preparatory and post-internship program, including individual guidance and peer support. Before applying, please carefully review Key Commitments and Dates.

Partnership Application & Selection Process:

- Open to rising sophomores, juniors, or seniors
- Detailed application instructions can be found on CPGC's website.
- All application materials are due **February 8, 2026 by 11:59 p.m. ET.**
- Address your Cover Letter to Liba Judd, Prevention Point, and include times you are available for an interview the week of **February 15th.**
- Throughout the application period, all applicants should be certain to respond to queries, clarifications, or interview requests **within 24 hours or by the next business day**. Offers may be made soon after the interview, and students are encouraged to accept (or decline) promptly.

We encourage you to meet with an advisor to learn more and to get support. Advising sessions can be scheduled in person or online. Reach out to previous Fellows Eric Chen '27 and Marc Muench-Nasrallah '26.

CPGC Fellowships include half-semester courses leading up to and following the summer, to help you prepare, connect, and reflect on your internship experience. If you are selected for this internship, you will be expected to enroll in *Global Solidarity, Local Action* course beginning after Spring Break, and *Work & Justice* course at the beginning of Fall semester.

Important Dates/Info for this Partnership

- This fellowship includes participation in the Philadelphia Orientation Program (POP) May 26-30, and an internship from June 1 - July 31, with the opportunity to continue working part-time throughout the academic year as a Philadelphia Justice & Equity Fellow (PJEF).
- POP is a week-long program led by CPGC and local partners and friends the week following Memorial Day: May 26-30, 2026.
- There is a hiring preference for people able to commit to the PJEF component, but students studying abroad for one semester of the following academic year or otherwise unable to continue past summer will be considered.

Philadelphia Justice & Equity Fellowship (PJEF) /Academic Year Opportunity

Before applying, please review the Philadelphia Justice & Equity Fellowship. This internship will include paid work throughout the fall and spring semesters. All hours spent working with Prevention Point (up to 8 hrs/week) and in PJEF activities (~2 hrs/week) are paid at the standard hourly wage for campus jobs.

PREVENTION POINT
UNTO DE PREVENCIÓN
| 2913-15 KENSINGTON AVE, PHILADELPHIA, PA 19134 |
www.ppponline.org | (215) 634-5272

Important information regarding projects or other academic pursuits at PPP

Many volunteers and interns wish to write about their experiences or to conduct academic projects or research at or with PPP. As with any organization, you must obtain permission prior to conducting activities which are not part of your agreed upon volunteer service.

We support learning, skill building and information generation, but permission (in writing) is required for papers or projects that use information gathered at or about PPP programs, staff or participants. Some projects also require approval from the City of Philadelphia. **Your relationship with PPP does not guarantee permission.**

*** Papers and projects for courses, degree requirements, or dissemination**.

You should submit your requirements and plan to your PPP supervisor. They will consider acceptability, feasibility, and impact on PPP activities. They may seek input from other staff as contract requirements and political vulnerabilities change. **Observations for non-program purposes require permission.*

*** Research and evaluation activities.**

Approval for research and evaluation projects is a multi-step process. Please factor this into your timeline.

Step 1: Discuss project ideas with PPP's Director of Research during the planning phase. The Director can provide guidance on acceptability, feasibility, resource needs, and coordination, and provide guidance for the PPP and City approval processes.

Step 2: Complete and submit the application to conduct research at PPP (www.ppponline.org research tab). PPP's Research Committee will consider:

- Relevance to PPP or the harm reduction field,
- Researcher's experience and skills in the proposed methodologies,
- Resources required (rooms, data preparation, instruction, supervision, security, recruitment, incentives, etc.),
- Ethical and safety issues for researchers, PPP, and its participants (physical safety, HIPAA and data security, Management of potential negative consequences including psychological concerns), • Previous experience working with PPP and its community.

Step 3: City of Philadelphia's IRB approval

Most research and evaluation projects conducted at PPP require approval from Philadelphia Department of Public Health's Institutional Review Board. This approval is required even if your institution approves the project. Note that the City's IRB has a broad definition of types of projects requiring review. Meeting dates and submission requirements can be viewed at https://www.phila.gov/services/mental-physical-health/medicalprofessionals/submit-a-research-study-to-the-institutional-review-board-irb/

Note: Submission requires approval of a city department or division head, consent forms that meet city requirements and a data security plan. ***Conducting unapproved research or projects can jeopardize PPP's ability to continue service delivery.***