



PHILADELPHIA BAR FOUNDATION

Promoting Equal Access To Justice Since 1964

Data & Technology Intern

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Through programs, grants, and partnerships, the Philadelphia Bar Foundation removes barriers to justice, engages the community in support of civil legal aid, and builds system-wide capacity in order to strengthen the provision of quality legal services and to ensure that all individuals understand their rights to equal justice under law. To further our mission, the Bar Foundation is spearheading a project called the Equal Justice Center (EJC) that will co-locate many Philadelphia civil legal aid organizations into one building. We are looking for a passionate, self-starting Data & Technology Intern to support our Operations Director for a variety of tasks related to the operations of the Foundation.

TRANSPORTATION STIPEND IS AVAILABLE. Hours are flexible and may be dependent on university internship program requirements and scheduling.

A highly qualified individual for this position will have the following credentials:

- Currently attending college or a college graduate living in the Philadelphia area
- Interest in expanding skills in non-profit administration, database management, and operations
- Excellent skills for oral and written communication and stakeholder relations
- Proficient with the full suite of Microsoft Office products and a willingness and demonstrated ability to quickly learn new technology
- Proficient Salesforce experience strongly preferred
- Highly organized with strong attention to detail and accuracy and aptitude for time management among multiple high-priority tasks
- High energy, outgoing, team player, and a passion for the Foundation's mission

Responsibilities:

- Assist with administration and review of the Foundation's processes and standards
- Prepare information for materials and reports as requested by Foundation staff
- Perform tasks related to database management, research, compilation, and analysis of data

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The Philadelphia Bar Foundation is registered as a 501(c)(3) nonprofit organization. Contributions to the Philadelphia Bar Foundation are tax-deductible to the extent permitted by law. The official registration and financial information of the Philadelphia Bar Foundation may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1 (800) 732-0999. Registration does not imply endorsement.