

## Development and Communications Intern

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 someone who thrives in a team environment and has the flexibility to adapt to the broad range of tasks required to support both the Bar Foundation and the EJC.

A candidate for this position will have the following qualifications:

- Currently attending college or living in the Philadelphia area
- Interested in expanding skills in communication and development for a non-profit organization
- Possess excellent oral and written communication and relationship building skills
- Advanced user of the full suite of Microsoft Office products
- Proficient with social media and willing to learn new technology
- Highly organized with strong attention to detail

Responsibilities:

- Assisting with implementation of the Bar Foundation's current marketing and development projects, campaigns, and initiatives
- Working on varied tasks related to all aspects of marketing, communications, public relations, branding, messaging, outreach, event management, and fundraising
- Creating content for web, social media, event promotion, public relations, fundraising campaigns, and newsletters
- Providing support with event planning and other fundraising activities for the Bar Foundation and the EJC capital campaign
- Increasing awareness of the Bar Foundation and our non-profit partners, as well as the EJC, to secure resources that support the organization's programs and services
- Conducting best practice research for all projects, including but not limited to topics such as shared workspaces, centralized intake systems, and social impact measurement

This an unpaid position, but it can be used for work study (if applicable). TRANSPORTATION STIPEND IS AVAILABLE. Hours are flexible and may be dependent on University internship program requirements.

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