



PHILADELPHIA BAR FOUNDATION

Promoting Equal Access To Justice Since 1964

Equal Justice Center Intern

CONTACT: Cecelia Driscoll, Administrative Assistant
215.238.6337 or cdriscoll@philabarfoundation.org

The Philadelphia Bar Foundation works with the legal aid community to promote equal access to justice for all people, particularly those struggling with poverty, abuse and discrimination. To further this mission, the Foundation is partnering with a Philadelphia-based developer to build a 178,000 square foot Equal Justice Center (EJC) facility that will co-locate approximately 20 legal aid organizations into one building, to the benefit of public-service attorneys and their clients. This unique Center will set a new national standard for inter-agency collaboration and operational efficiency for free legal services. The Foundation is looking for a passionate, creative, self-starting Equal Justice Center Intern to support the Executive Director and Project Manager for a variety of tasks related to the building's development and future operation.

TRANSPORTATION STIPEND IS AVAILABLE. Hours are flexible and may be dependent on university internship program requirements, up to 20 hours per week.

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

- Currently attending college in, or living in, the Philadelphia area
- Excellent professional communication skills and interpersonal savvy
- Interest in expanding knowledge and experience in real estate development, service design, and legal aid work
- Proficient with Microsoft Office products and a willingness and demonstrated ability to learn new technology; familiarity with Adobe products is a plus
- A flexible, organized, jane/jack-of-all-trades, willing and able to feel comfortable tackling a wide range of shifting priorities
- A motivated, outgoing team player with a passion for the Foundation's mission
- Proficient statistical analysis skills a plus

Responsibilities:

- Conduct best practices research on service design, shared workspaces, centralized intake systems, and social impact measurement
- Assist in communicating and managing logistics with nonprofit partners, Foundation Committee members, and donors
- Support the building's construction by coordinating with the project's development team and future tenants
- Manage a variety of tasks related to a capital campaign, including messaging, outreach, and planning fundraising activities

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1101 Market Street 11th Floor
Philadelphia, PA 19107-2955

P. 215.238.6337
F. 215.238.1559

info@philabarfoundation.org
www.philabarfoundation.org

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.