Grants & Technology Administrative Intern

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Our Foundation works with various stakeholders the government, the private bar, businesses and the legal aid community to promote equal access to justice for all people, particularly those struggling with poverty, abuse and discrimination. We are looking for someone who thrives in a team environment, and has flexibility to adapt to different tasks required to further our mission.

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 administration, database management and operations
- Excellent skills for oral and written communication, interpersonal savvy, and customer service
- 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:
Grant-related:
- Under the direction of the Director of Operations and/or Executive Director assist with administration of the Foundation's grant-review process including helping to organize, attend, and report on site visits to nonprofit partners
- Assist communications between Bar Foundation staff, Grants Committee members, and nonprofit partner representatives

Technology/Administration Related:
- Prepare and present reports and respond to requests for information as tasked by Foundation staff
- Under direction of Director of Operations perform tasks related to and under the umbrella of aspects of database management, research, compilation, and analysis of data