



# PHILADELPHIA BAR FOUNDATION

Promoting Equal Access To Justice Since 1964

## Marketing and Development Intern

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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. 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.

A candidate for this position will have the following qualifications:

- Currently attending college or living in the Philadelphia area
- Interested in expanding skills in marketing and development for a non-profit organization
- Excellent oral and written communication skills, and adept at relationship building
- Advanced user of the full suite of Microsoft Office products with a working knowledge of the Adobe Creative Suite
- Proficient with social media and a willingness to learn new technology
- Highly organized with strong attention to detail

Responsibilities:

- Promoting access to justice for all people in the community
- 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
- Content creation for website, social media, event promotion, public relations, campaign materials, and newsletters
- Providing support with event planning and other fundraising activities
- Increasing awareness of the Bar Foundation and its Non-Profit Partners to secure resources supporting the organization's programs and services
- Supporting and promoting civil legal aid organizations that assist vulnerable populations in Philadelphia and the surrounding region

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**PHILADELPHIA BAR FOUNDATION**

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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.