



PHILADELPHIA BAR FOUNDATION

Promoting Equal Access To Justice Since 1964

Marketing and Development Intern

CONTACT: Adrienne Brown, Marketing and Development Coordinator
215-238-6322, abrown@philabarfoundation.org

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

- Currently attending college or living in the Philadelphia area
- Interest in expanding skills in marketing and development
- Excellent skills for oral and written communication, interpersonal savvy, and customer service
- Advanced user of the full suite of Microsoft Office and Adobe products; proficient user of social media sites; and a willingness and demonstrated ability to quickly learn new technology
- Highly organized with strong attention to detail and accuracy and aptitude for multi-tasking
- High energy, outgoing, team player, and a passion for the Foundation's mission

Responsibilities:

- Promoting access to justice for all people in the community (struggling with poverty, abuse, discrimination)
- Help to implement the Foundation's current projects for marketing and development
- Implement varied tasks related to all aspects of marketing, communications, branding, messaging, outreach, and public relations
- Assist communications for website, social media, events, media relations, annual report, and newsletters
- Implement varied tasks for planning annual events (Annual Benefit; Golf & Tennis Classic) and other fundraising activities
- Increasing public awareness of the Foundation to secure resources supporting the organization's programs and services
- Strengthening the image of the legal profession and opportunities for law firms and individual lawyers to engage in local public interest work, including promotion of pro bono efforts
- Supporting and promoting legal services nonprofit organizations that assist vulnerable populations