



## PUBLIC INTEREST LAW CENTER OF PHILADELPHIA

AFFILIATED WITH THE LAWYERS COMMITTEE FOR CIVIL RIGHTS UNDER LAW

### Development Intern Job Description

The Public Interest Law Center of Philadelphia, one of Philadelphia's oldest social justice public interest law firms, seeks an intern or co-op student to assist with fundraising, marketing, and publicity. The ideal candidate is interested in nonprofit administration or legal services; a self-starter; creative; and has excellent communication skills. Majors in communications, marketing, nonprofit administration, public administration, legal studies, and history may find the responsibilities of interest.

### Responsibilities may include:

- Writing for PILCOP website, emails, newsletters, press releases etc.
- Research and organization of archival materials
- Research Individuals/Foundations
- Simple design work
- Event planning/coordination
- Assist in expanding online marketing presence
- Administrative tasks such as:
  - Gift Acknowledgement Processing
  - Mailing preparation
  - Contact info updates

This is an unpaid internship. We encourage those who can receive class credit for their participation to apply. This position is available year round.

### Required work hours

- School year - 15- 20 hours/week, semester-long commitment. Regular schedule required – full time several days/week is preferred to part time days.
- Summer - 40 hours/week, full summer commitment
- Office Hours are 9am-5pm
- Occasional after hours or weekend assistance may be requested for events, etc, but will not be required.

### Application instructions

- Please indicate your available days, times and preferred start date in your cover letter.
- Deadline to apply for Spring Semester is December 18
- Deadline to apply for Summer is May 15

- Deadline to apply for Fall Semester is August 31

To apply contact:

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