



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 to assist with fundraising, communications, and events. The ideal candidate is interested in nonprofit administration or legal services; a self-starter; organized; and has excellent written and verbal communication skills. All majors are welcome to apply.

Responsibilities may include:

- Writing for PILCOP website, donor communications, foundation proposals, etc.
- Research on individual donors and foundations
- Assisting in preparation of foundation proposals
- Event planning/coordination
- Administrative tasks such as:
 - Gift Acknowledgement Processing
 - Mailing preparation
 - Donor Database management

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. Schedule is flexible but must be regular throughout internship
- Summer: 30-40 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 submit a resume, writing sample, and cover letter (indicating your available days, times, and preferred start date)
- Deadline to apply for Spring Semester is Feb. 1
- Deadline to apply for Summer is May 15

To apply contact:

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