



Philadelphia VIP

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www.phillyvip.org

JOB DESCRIPTION – External Relations Intern

Philadelphia VIP, the hub of pro bono in Philadelphia, recruits, trains, and supports volunteer attorneys who provide free legal services to low-income clients.

POSITION SUMMARY: Philadelphia VIP seeks a highly motivated, detail-oriented, dependable undergraduate student to serve as an intern with our Volunteer Engagement Team. This team strives to strengthen VIP's brand recognition, build relationships, recruit volunteers and donors, and instill credibility in the Philadelphia community. VIP's prominent communications initiatives include branding and graphic design, digital and email marketing, public and media relations, and social-media marketing. VIP values a diverse work environment and strongly encourages people of color, people who identify as LGBTQ, and people with disabilities to apply.

KEY QUALIFICATIONS:

- Passion for access to justice for underserved communities and commitment to VIP's volunteer-based service model
- Exceptionally close attention to detail and strong organizational skills
- Interest in database management, data analytics, and information systems
- Strong written and oral communication skills
- Technological proficiency, including facility with Microsoft Word, Excel, and Powerpoint
- Experience with design software such as Canva or Microsoft Publisher and/or volunteer management software such as Salesforce is a plus

KEY FUNCTIONS:

- Learn to provide critical workflow support using cloud-based database (Legal Server) for volunteer intake and stewardship
- Update and enter new information into donor management software (Salesforce)
- Communicate with volunteers and donors to inform them of upcoming events and resources
- Create and update marketing materials using existing templates in Canva and Adobe Publisher
- Provide support for recruitment and fundraising events as needed
- Assist with execution of electronic and mailed fundraising/recruitment campaigns

HOW TO APPLY: E-mail cover letter and resume to Karna Laubenstein, Operations Manager, at klaubenstein@phillyvip.org. No calls, please. Applications will be reviewed on a rolling basis.

WHAT TO INCLUDE IN YOUR COVER LETTER: All cover letters should include a potential start date and work availability information. We invite you to include a statement about how your unique background and/or experiences might contribute to the diversity, cultural vitality, and perspective of VIP's staff team and legal practice.

DEADLINE: Applications will be reviewed on a rolling basis.

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STUDENT OPPORTUNITIES AT PHILADELPHIA VIP: FREQUENTLY ASKED QUESTIONS

What sort of training and supervision can I expect?

This position is co-supervised by the Development Associate and the Director of Volunteer Engagement. Most interns go through a two-week orientation process customized to their specific positions.

How many internship spots do you expect to have each summer/semester?

We have non-legal internship slots each summer and during the school year, depending on staff needs.

Will Philadelphia VIP help me with obtaining academic credit?

Yes. If your school offers credit for internship experiences, let us know and send us materials. We want to support your professional development however we can.

Are interns paid?

VIP does not have funding for paid internships. We are happy to work with our interns to secure other funding, including fellowships and Work Study.

Is Philadelphia VIP an eligible Work Study employer?

Yes. VIP is a "community service" Work Study site. We are happy to make a Work Study contract with your school, and we require a waiver of the "co-pay" some schools ask employers to contribute. Contact your Financial Aid Office as soon as possible about this.

What is the internship schedule and commitment?

The intern must be available during normal daytime office hours. Summer internships at VIP start in May and run through August. School-year internships ideally start in August or January, and can be flexible with class schedules. We have found a minimum commitment of 12 hours per week in the school year, and 20 in the summer, provides the ideal experience for all.

Can Philadelphia VIP host or "sponsor" me for a summer fellowship?

Yes. We encourage our interns to apply for funding and keep us informed so we can help.

Are there other ways I can work with Philadelphia VIP as a student?

Yes. We host school-year interns each semester for Work Study, or as a committed volunteer. Interpreters and translators are especially helpful in various languages.

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