



SPRING 2021: OPERATIONS & OUTREACH INTERNSHIP

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 external relations and operations teams. VIP's interns will gain valuable hands-on experience in:

- Volunteer and donor recruitment, with a focus on marketing and communications efforts
- Nonprofit operations, including finance, human resources, and office management
- Database management processes and general information technology procedures
- Client relations, event planning, and volunteer services

VIP values a diverse work environment and strongly encourages people of color, people who identify as LGBTQ, and people with disabilities to apply.

VIP anticipates working remotely for the duration of this internship period.

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
- Spanish-language ability is a plus, but not required

KEY FUNCTIONS

External Relations

- Communicate with volunteers and donors to inform them of upcoming events and resources
- Create and update marketing and recruitment materials
- Provide support for recruitment and fundraising events as needed
- Assist with execution of electronic and mailed fundraising/recruitment campaigns

Operations

- Professionally and compassionately respond to inquiries from potential clients to connect them to services
- Process new cases, client intakes, and volunteer information using LegalServer, our case-management system
- Perform regular quality assurance checks on databases to ensure data validity

HOW TO APPLY:

Email cover letter and resume to Joe B. Durkin, Program Manager, at jdurkin@phillyvip.org. No calls, please. Applications will be reviewed on a rolling basis, with a priority deadline of **November 6, 2020**.

What to include in your cover letter: 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.



STUDENT OPPORTUNITIES AT PHILADELPHIA VIP: FREQUENTLY ASKED QUESTIONS

What sort of training and supervision can I expect?

This position is supervised by the Program Manager. 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 several 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 for a ten-week period. 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. VIP has an ongoing need for interpreters and translators in various languages.