



## **2019 Fall Intern, GreenLight Philadelphia**

**Internship Dates:** Week of August 12<sup>th</sup> - Week of December 3<sup>rd</sup> 2019 (Flexible)

### **Organization Overview:**

The GreenLight Fund transforms the lives of children, youth and families in high-poverty urban areas by creating local infrastructure and a consistent annual process to:

- Identify critical needs;
- Import innovative, entrepreneurial programs that can have a significant, measurable impact, and;
- Galvanize local support to help programs reach and sustain impact in the new city.

In Philadelphia, GreenLight addresses the critical needs of low-income children, youth, and families by performing extensive local landscape analysis to understand priority needs, and select and support outstanding organizations with strong track records that are effectively addressing these needs. Learn more about [GreenLight Fund](#).

### **Position Overview:**

GreenLight Philadelphia's Fall intern will be involved in a variety of projects that support and enhance the organization's nonprofit investments, communications, and fundraising and development strategies, at the Philadelphia site. In addition, the Fall Intern will assist in event management, grant applications, and other site projects to support GreenLight Philadelphia's portfolio organizations.

### **Key Projects & Responsibilities:**

#### *Event Planning and Fundraising*

- GreenLight PHL Fund III Closing Event: Assist in event planning, sponsorship, and strategy;

#### *Research and Diligence*

- Research and build analyses of key community stakeholders in existing local communities;
- Lead research and diligence to strengthen GreenLight Philadelphia's knowledge in 3 key areas: Health, Gun Violence, and Housing;
- Support donor database management.

#### *Communications*

- Assist and contribute to GreenLight Philadelphia's blogs, Twitter, and newsletter communications to donors and supporters;
- Assist in the planning and logistics of Selection Cycle meetings.

### **Candidate Requirements:**

- An interest in nonprofit work and developing skills for a career in nonprofit management, business and nonprofit development, and/or marketing and communications.
- A deep understanding of, or interest in, urban issues facing low-income communities;
- Outstanding research, communication, and technology skills;
- Willingness to quickly learn and analyze new information;
- Ability to take initiative and think creatively;
- Flexibility, humor, and a passion for GreenLight's mission and the City of Philadelphia.

### **Preferred Requirements:**

- Pursuing a bachelor's degree in a relevant field such as urban studies, sociology, nonprofit management, education, business, economics, or political science;

**Compensation:** \$2000 stipend, part-time (10 - 15 hours per week, based on intern's schedule).

To apply, please send your cover letter, resume, and a writing sample to [ghankins@greenlightfund.org](mailto:ghankins@greenlightfund.org) by **August 7<sup>th</sup>, 2019**. The email subject should be **2019 Fall Internship**. Applications will be reviewed on a rolling basis.

*At GreenLight Fund we are committed to fostering diversity, equity, and inclusion at every level of our organization. We recognize and appreciate the value of building a diverse workforce and creating an inclusive work environment. GreenLight Fund takes pride in being an equal opportunity employer regardless of age, ethnicity, gender, gender expression, gender identity, genetic information, marital status, national or ethnic origin, physical or mental ability, race, religion, sexual orientation or veteran status.*

*If you need assistance or an accommodation due to a disability, you may contact us at [talent@greenlightfund.org](mailto:talent@greenlightfund.org).*