

**Job Title:** Resource Development Intern  
**Reports to:** Development Manager  
**Posted:** 05/05/2022  
**Start Date:** June 6, 2022  
**Duration:** 10 weeks

The Community Design Collaborative (Collaborative) is a community design center that demonstrates the importance of community-engaged design in neighborhood revitalization and economic development. Through its mission, the Collaborative partners with communities to envision the environments where they live, work, play, and thrive. This is done by providing preliminary design services to nonprofits in greater Philadelphia, while offering meaningful volunteer opportunities to design professionals. The organization's vision is *amplifying resilient neighborhoods; equity by design*.

Initially founded in 1991 as a program of AIA Philadelphia, the Collaborative is an independent 501(c)(3) nonprofit with a network of more than 1,300 volunteers.

The Collaborative's summer internship position is a ten-week, full-time position starting in June and ending in August. The goal of the internship is to encourage emerging professionals to become lifelong leaders in public service and community design.

Interns will serve an integral staff role moving forward programs and initiatives, working with key staff and volunteer committees.

### Dates

June 6<sup>th</sup>- August 12<sup>th</sup>  
Monday- Friday; 10 am – 4:30 pm

### Sample Responsibilities

- Assist with final preparations for the Leverage fundraiser (June 14<sup>th</sup>) and staff the event
- Prepare donor acknowledgement lists, letters, and mailings
- Draft profiles of new corporate major donors and refresh older profiles
- Support planning and preparations for the Fall Event (September 23<sup>rd</sup>)
- Assist with preparations for fall major donor D-Tour event (early September)
- Conduct research and database tasks to support annual appeal preparations
- Support grant application and report writing and packaging
- Conduct outreach to volunteers, individual and corporate donors, and nonprofits

### Qualifications

- Candidates from humanities and social science disciplines are encouraged to apply
- Interest in and commitment to the Collaborative's mission and activities

- Strong communications and writing skills, photography and video experience a plus
- Outstanding attention to detail and organizational skills
- Proficiency in Microsoft Office and Adobe Creative Suite, Google Workspace, and familiarity with CRM software (such as Salesforce). Canva skills are a plus.

## **Location**

The Community Design Collaborative is located at the Center for Architecture, 1218 Arch Street in Center City, Philadelphia. Occasional remote work may be possible at the discretion of supervisor.

## **Compensation**

The Community Design Collaborative is offering compensation to all summer interns. The summer compensation is a full-time salary of \$20/hr for 30 hours per week for a ten-week session. Daily attendance is mandatory upon the internship start date and hours are based on a 6-hour workday. There is no overtime pay available, and interns will be paid bi-weekly. Each workday allocates a mandatory 30-minute unpaid lunch break. Due to the nature of our community-based work, there may be some instances in which interns are asked to flex their time and come in earlier or later to accommodate a public meeting or event. Notification will be given in advance.

## **Application Process**

Applications will be accepted via email only. All application materials must be received by 5:00 pm on or before Friday, May 20, 2022. Required materials include a cover letter, resume, writing sample, and two references. A single PDF is preferred.

The writing sample must respond to the following prompt with a minimum half page response; *How do you see this role at the Community Design Collaborative being beneficial to your career path?*

Submit the application via email to Elyssa Kane, Resource Development Manager (elyssa@cdesignc.org) with “Summer Internship 2022 Application” as the subject.

All applications will be acknowledged by email and reviewed as they are received. A shortlist of candidates will be interviewed. Final determination is expected no later than May 31, 2022.

The Collaborative is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

For more information on the Community Design Collaborative, please visit [www.cdesignc.org](http://www.cdesignc.org).