

DEVELOPMENT INTERN

FPRI is seeking to hire two (2) Development Interns to work under the direct supervision of the Director of Development and the Development and Events Manager during the fall term.

The internship will begin on September 1, 2023.

REQUIRED AVAILABILITY

- This position requires interns to work onsite for approximately 10 - 20 hours per week at FPRI's Philadelphia offices.
- Requires a willingness to help with events on weekdays from approximately 4pm - 8pm ET in the Philadelphia area. These events typically occur once per month.
- Additional opportunities to assist with daytime events will be available, but should not interfere with the intern's academic focus or class schedule.
- The fall term is September 1, 2023, to December 31, 2023.

RESPONSIBILITIES

- Assist with administrative and research tasks.
- Compile event attendee listings and demographics.
- Perform pre- and post-event tasks such as outreach, presentation preparation, scheduling phone and Zoom meetings.
- Research and build a listing of contacts and scholars, and general research related to the interests of FPRI's research programs.
- Disseminate correspondence.

QUALIFICATIONS & INTERESTS

- Understanding of Zoom virtual meeting platform, familiarity with Webinar function.
- Strong communication skills.
- Attention to detail.
- Ability to work independently and as part of a team.
- Should have an interest in the areas of development, communications, world affairs, research, promotional writing, and event planning.

COMPENSATION

- Monthly stipend
- Benefits are not included.

SKILLS

MS Word, Adobe, MS Excel, MS PowerPoint, Zoom Web conferencing, Critical Thinking, Time Management, Active Listening, and Event Planning

APPLICATION INSTRUCTIONS

- **Please share your interest in the organization and describe your experience(s) in a cover letter and resume with "Development Intern" in the subject line to tspencer@fpri.org.**
- Please, no phone calls. Direct applicants only please, no agency submissions will be reviewed.