

ORGANIZATIONAL OVERVIEW

The **Economy League of Greater Philadelphia** is an independent, nonpartisan, nonprofit organization committed to ensuring the region's prosperity through analysis and action. We bring together established and emerging leaders to understand the region's challenges and work toward innovative solutions. We are seeking an intern to support communications efforts related primarily to **World Class Greater Philadelphia**, the Economy League's agenda for regional growth and opportunity in the Philadelphia area. The World Class agenda leverages the collective power of the region's business, nonprofit, government, labor, and community leaders to focus and collaborate for lasting regional impact in three primary areas: education and talent development, business growth, and infrastructure.

DUTIES

- Assisting with overall web content management—e.g., drafting and posting material.
- Assisting with overall social media content management—e.g., drafting and posting material.
- Participating in, strategizing and implementing website enhancements.
- Assisting with email marketing—e.g., working to boost email subscriber numbers and drafting and sending HTML-based email blasts.
- Collecting web stats and circulating them as needed.
- Creating and uploading graphics as needed.
- Keeping abreast of new media development and web best practices; sharing this information with staff.
- Other duties as assigned.

QUALIFICATIONS

Required

- Interest in public policy and commitment to making Greater Philadelphia a world class region.
- Excellent writing skills and attention to detail.
- Ability to plan workflow and to handle multiple tasks simultaneously to meet deadlines.
- Creativity, self-motivation and willingness to ask questions.
- Excellent collaboration skills, particularly in soliciting and incorporating feedback.

Preferred

- Experience using web and social media tools (e.g., Twitter, Facebook, Hootsuite) in a business or nonprofit setting.
- Familiarity with web content management systems and/or HTML.
- Familiarity with Adobe Creative Suite (i.e., InDesign, Photoshop, Illustrator).

HOW TO APPLY

This position is only available to graduate students and undergraduate juniors and seniors. Email your resume, cover letter and a brief (1-2 page) writing sample to interns@economyleague.org.