The Philadelphia 2016 Host Committee for the Democratic National Convention is currently seeking an enthusiastic, self-starting intern in its Center City Philadelphia office.

The Host Committee is seeking an Outreach/Community Engagement intern to assist the Volunteer Director. As thousands of volunteers will support next July’s convention and related events, the Outreach/Community Engagement intern will play a critical role in ensuring a successful volunteer engagement. Major responsibilities include but are not limited to: maintaining databases, organizing and analyzing data, conducting outreach to local community organizations, responding to public inquiries, and supporting meetings.

Prerequisites:

* Applicants must be college juniors or seniors, graduate school students or young professionals.
* Proficiency in basic computer skills (Microsoft Word, Excel, PowerPoint)
* Strong oral and written communications
* Able to work with others in a hardworking, fast-paced environment
* Community service and volunteer coordinating experience a plus
* Ability to commit at least 15-20 hours per week

Interns should be self-starters, ready to work—sometimes beyond normal office hours—and willing to learn. All internships are unpaid, but the Host Committee can certify credit for schools that allow students to earn class credit through external programs such as internships. Host Committee internships also provide excellent experience in a variety of fields.

Interested applicants should email internship@phldnc.com with their resume and a cover letter highlighting relevant experiences and why they are interested in working with the Philadelphia 2016 Host Committee.

The Host Committee is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services in presenting the 2016 Convention. The Host Committee provides equal employment opportunities to all employees and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or physical disability, or any other legally protected basis. The Host Committee will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

The Host Committee expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Host Committee’s employees to perform their duties may result in disciplinary action, including the possibility of termination.