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

Sample Responsibilities

- Assist with final preparations for the Leverage fundraiser (June 14th) 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 23rd)
- 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.

Job Title: **Communications Intern**
Reports to: Communications Consultant/Executive Director
Posted: 05/05/2022
Start Date: June 6, 2022
Duration: 10 weeks

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

Dates

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

Sample Responsibilities

The Communications/Development Intern at The Community Design Collaborative is responsible for supporting the external communications of the organization in the areas of organizational communications and development.

This role with work with the Collaborative staff to message the strategic and fundraising goals of the organization through the execution of and content creation on social channels and website. Intern will be expected to:

- Develop content (project site context maps, measurement of existing buildings, reading of plot and plat information, analysis of aerial photos and zoning maps, site photos, technical document creation) for advancing design service projects
- Assist with the design of print and electronic project content
- Conduct research and analysis to support projects, including programming development and investigation of emerging issues

- Conduct engagement with volunteers, staff, and design partners of community-based organizations (CBO's)
- Draft and edit email campaigns and outreach to a variety of stakeholders
- Other duties as required

Qualifications

This role is perfect for someone who is passionate about the field and wants to be in the middle of the exciting work of community engaged development. This role provides the professional opportunity to not only make connections but to grow in the area of nonprofit communications. You will be mentored by established professionals to develop a skill set of becoming an efficient and effective communicator in the field of equity work.

The ideal candidate will:

o Possesses a passion for design and equity work
o Knows the players in the field and can identify opportunities to grow the online presence of the Collaborative
o Is knowledgeable /experienced with social media platforms
o Experience with social advertising
o Experience with graphic design; use of Canva, Adobe Illustrator, Adobe InDesign, etc.

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

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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, portfolio sample, writing sample, and two references. Materials should be addressed to Kim

Wunner and submitted by email to kim@cdesignc.org with "Summer Internship: Communications Intern Application" as the email's subject. A single PDF is preferred. Applications will be reviewed as they are received.

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

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

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Job Title: **Design Services Intern**
Reports to: Design Services Director
Posted: 05/05/2022
Start Date: June 6, 2022
Duration: 10 weeks

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

Dates

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

Sample Responsibilities

- Develop content (project site context maps, measurement of existing buildings, reading of plot and plat information, analysis of aerial photos and zoning maps, site photos, technical document creation) for advancing design service projects
- Assist with the design of print and electronic project content
- Conduct research and analysis to support projects, including programming development and investigation of emerging issues
- Conduct engagement with volunteers, staff, and design partners of community-based organizations (CBO's)
- Other duties as required

Qualifications

- Candidates from all disciplines and fields are encouraged to apply
- Interest in and commitment to the Collaborative's mission and activities

- Strong communications and writing skills, technical drawing or representation skills, photography and video experience a plus
- Outstanding organizational skills with attention to detail
- Proficiency in Microsoft Office and Adobe Creative Suite, familiarity with GIS, Autodesk products, and building-information-modeling 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

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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, portfolio sample, writing sample, and two references. Materials should be addressed to Sean Vance and submitted by email to sean@cdesignc.org with "Summer Internship: Design Services Intern Application" as the email's subject. A single PDF is preferred. Applications will be reviewed as they are received.

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

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

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