



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

The Host Committee is seeking interns to be trained in a variety of skills important in a nonprofit organization and to get hands on experience that will enhance those skills. Host Committee internships will provide opportunities to contribute to the work of the organization that will showcase the City of Philadelphia to the world during the 2016 Democratic National Convention. The skills sets and experience will involve a number of departments within the organization, including:

- **Fundraising:** Assist the finance team with organizational, administrative and research tasks as they pertain to raising money for the Host Committee and liaising with current and prospective donors.
- **Communications:** Assist Communications Director and Director of Digital and Social Media with an array of media-related responsibilities, including social media, research, content development, drafting press releases and managing the Host Committee's monthly e-newsletter, among others. Coding and web development experience a plus.
- **Outreach/Community Engagement:** Assist the Director of Diversity and Director of External Relations with maintaining databases, organizing and analyzing data, outreach to local community organizations and support meetings.
- **Operations and Logistics:** Assist Director of Operations and Logistics and other staff with venue research, preparing venue guides, organizing and attending site visits, supporting walkthroughs and other logistical tasks, among other responsibilities.

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.

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 their 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.

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