



## Community Development Intern Opportunity

<b>JOB TITLE</b>	Community Development Intern
<b>REPORTS TO</b>	Executive Director
<b>LOCATION</b>	2837 W. Girard Avenue, Philadelphia, PA 19130
<b>POSTED</b>	2021

### GENERAL DESCRIPTION

The Community Development Intern works with the FCDC team to aid in the execution of community development projects and initiatives. Examples of such projects include support for small businesses, assisting with CRM system updates, planning community events, and updating community websites. This position is ideal for someone interested in community revitalization, non-profit management, urban planning, marketing, communication or related areas of study.

Fairmount CDC is a community-supported nonprofit organization that fosters the improvement of the residential, commercial and social fabric of the Fairmount neighborhood. Fairmount CDC was created in 1999, and is guided by the Fairmount Neighborhood Plan, the Brewerytown Neighborhood Plan, and the organization's Strategic Plan. The organization strives to accomplish its mission by employing three interrelated neighborhood improvement strategies: (1) Fostering a Vibrant Local Economy; (2) Eliminating Blight and Beautifying the Physical Environment; and (3) Engaging Residents to Build Community and Improving Quality of Life.

The neighborhood is bounded by Fairmount Avenue to the south, Corinthian to the east, Fairmount Park to the west and Girard Avenue on the north. Fairmount CDC considers both sides of boundary streets and seeks collaboration with neighboring CDCs and community organizations on projects close to shared boundaries. The FCDC is also described as the Art Museum District because of its wide-reaching collaborations.

Compensation: This is an unpaid internship, but applicants may be able to receive academic credit.

### ESSENTIAL FUNCTIONS

The primary objectives of the Community Development Intern are to aid in the execution of community development projects by:

1. Updating the NEON CRM system to reflect neighborhood business accounts for outreach

2. Helping to manage raffle and logistics for the Taste of Fairmount fundraiser
3. Supporting various fundraising efforts to advance Fairmount CDC's creative placemaking campaign: Fairmount Avenue Forward
4. Assisting with the execution of community events that may occur outside of office hours
5. Updating community websites, social media channels, and managing outreach efforts to ensure Fairmount CDC is effectively reaching key stakeholders
6. Interacting with small business owners and other colleagues in a professional manner
7. Other duties as assigned.

#### **EDUCATION, EXPERIENCE & SKILLS**

- Work well independently and as part of a team;
- Be able to work with a diverse population of stakeholders;
- Be able and willing to walk or travel around the Art Museum area;
- Proficiency in the use of Google Suite and social media outlets;
- Community Development, Urban Planning, Marketing, Communication, or related major

#### **TO APPLY**

If interested, apply with a resume and cover letter to [jobs@fairmountcdc.org](mailto:jobs@fairmountcdc.org) by July 5. No phone calls.