Job Title: Community Affairs Intern

Location: Philadelphia

Hours required: At least 10 hours per week, we are flexible with scheduling.

Reports To: Program Managers and Education Coordinator

Position Summary: The Community Affairs Department at Clarifi houses education, outreach, special programs, and advocacy efforts. The Community Affairs Intern is responsible for managing education data, client correspondence and materials necessary for each education program (FinanciallyHers, Financial Smarts, Seniors, etc.). This position will assist the team in managing and tracking the department’s activities and deliverables to ensure agency meets overall education reporting requirements and procedures. The Intern will be invited to participation in education events and outreach as fits his/her schedule.

Qualifications:
- Entry-level experience in community outreach, data entry or related education (Economics, Business or Liberal Arts).
- Excellent writing and interpersonal skills, highly organized and detail-oriented.
- The ability to initiate, maintain and follow-through with relationships is key to this position.
- Knowledge of all Microsoft Office applications is essential.
- Previous experience with financial education, social marketing, public speaking and event planning is a plus.
- An energetic self-starter is preferred.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

Program Coordination
- Work with the Program Managers and Education Coordinator to update or modify education materials
- Coordinate marketing and manage some activities related to special programs and events

Administration
- Work with the team to ensure distribution, collection and entry of client data
- Assist Marketing Group with social media, media relations, collateral development and website content to promote various education programs
- Maintain electronic data files for education programs and administrative information in organized fashion

Curriculum
- Assist in updating and improving workshop materials with activities and games that enhance learning
- Research innovative methods for improving messaging and delivery of financial literary materials

Community and Volunteer Outreach
- Join and participate in appropriate tabling and presentation outreach events to expand and build community network

Professional Skills
- Perform special projects and/or assignments as directed by the SVP of Community Affairs or other members of the management team
- Compose correspondence and presentations with proper spelling, grammar and articulation.
- Communicate accurately and clearly to internal employees and external partners
- Maintain regular and predictable attendance

Additional Responsibilities:
This position requires working with other Clarifi departments, and must work well within a team setting. Occasionally the individual must be able to work a flexible schedule and travel throughout the Philadelphia metropolitan area.

Physical Demands:
There are no special physical demands required by this position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Travel**
Position is based in the Philadelphia Office. Minimal travel within requested territory by public transportation is expected.

**Work Environment:**
The environment for this position is a standard office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.