

Philadelphia Chinatown Development Corporation
Community Outreach Intern

PCDC was established in 1966, and is a grassroots, community-based 501(c)(3) non-profit organization. Our mission is to preserve, protect, and promote Chinatown as a viable ethnic, residential, and business community. Our programs include neighborhood planning and advocacy, housing development, economic development and social services for families.

Based on the interest of students, students will work PCDC staff in one of the following departments: Community Outreach or Project Management. Due to the nature of our organization and the size of our office, much of our work is intertwined with more than one department.

Position Title

Community Outreach Intern

Overview of the position

Community Outreach Intern:

The role of Community Outreach Intern is designed to assist with the planning and execution of community activities and Neighborhood Plan initiatives. This position is a unique opportunity to assess the needs of the Chinatown community and develop the skills necessary to make ideas into actionable procedures. The Community Outreach Intern will work closely with PCDC staff to gather, create, and distribute information relevant to PCDC programs and projects. Those with Chinese language fluency (Mandarin or Cantonese) are highly encouraged to apply.

Specific Duties

- Assist with special events and logistics
- Conduct neighborhood research and surveying, and other data gathering methods
- Creating marketing materials (i.e. flyers, brochures, website, etc.) on PCDC programs and projects
- Support social media marketing
- Website management
- Other projects as assigned

Qualifications

- Eagerness to learn
- Flexibility and adaptability
- Excellent verbal and written communication skills
- Ability to work in a demanding and time-sensitive environment
- Excellent organization skills and attention to detail
- Understanding of social media
- Proficiency in Microsoft Office programs including Excel and Word
- Ability to read and write in Chinese preferred

Preferred hours, times of day, number of hours per week (may not exceed 12 hours)

Our office is open Monday – Friday, from 9:30AM to 6PM. For a 12 hour work schedule, we ask that interns come in 2-3 times a week. We are flexible with starting and ending times, but interns need to come in for at least 4 hours for per shift.

Transportation

We are a 10 minute walk from Jefferson Station.