



Communications Intern

ABOUT US

With a workforce of more than 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the sixth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

The Office of the Philadelphia City Controller is the independent watchdog agency of the City of Philadelphia that strives to promote honest, efficient, effective, and fully accountable city government. We address this mission by: providing timely and objective analysis on the availability of funds for all city contracts; preventing inappropriate spending of public funds; and providing objective, timely, and relevant information to city officials, the public, and other interested parties about financial operations of the city, and on ways to improve city operations and the use of public resources.

To learn more about the office, visit <https://controller.phila.gov>.

JOB SUMMARY

The Communications Intern will assist the Controller's Office Communications Unit with its day-to-day operations, including communications projects, social media, marketing, and internet and television clips.

DUTIES AND RESPONSIBILITIES

- Manage press clippings
- Assist with drafting content for the weekly social media calendar (Twitter and Facebook)
- Assist Communications Unit with communications related needs, including drafting press releases, media alerts and talking points
- Other responsibilities as assigned

QUALIFICATIONS

Education: Applicants should be a junior or senior in college, although non-traditional interns will also be considered. Applicants should be studying or have a background in communications, public relations, writing, political science or a related field.

Experience: Strong oral and written communications skills, including strong grammar skills
Excellent organizational skills
Ability to work independently and as a part of team in a fast-paced environment
Experience with social media management (Facebook and Twitter)
Proficiency in Microsoft Office applications (Outlook, Word, Excel, PowerPoint)

Familiarity with Philadelphia and an interest in government is a plus

ADDITIONAL INFORMATION

- Time commitment: up to 30 hours a week
- Pay rate: \$15 an hour (college credit is also available upon request)
- Office is located in the Municipal Services Building, 1401 John F. Kennedy Blvd. Philadelphia, PA 19102)
- Internships are not eligible for employee benefits

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>.

HOW TO APPLY

Please send resume, cover letter and writing sample (no more than two pages) to Genevieve.Greene@phila.gov by April 10, 2020.