

The Mayor's Office is seeking a dynamic, self starter to assist in the re-launch of the Mayor's Commission on African American Males. Candidates should have a passion for social and economic justice, community work, and interest in the issues facing the African American community.

Skills

- Ability to build relationships and work with volunteers, other nonprofits and community members
- Knowledge of different community organizations with in the city
- Ability to present to a larger groups and keep accurate records for Commission meetings
- Organization and planning skills

Responsibilities

- Organize and communicate Commission committee(s) and general body meetings
- Disseminate information to Commission members
- Work with Co-Chairs to achieve specific goals for Commission
- Assist Mayor's staff in implementation of events and meetings
- Research relevant community organizations to coordinate additional commission opportunities
- Assist with office administrative duties as needed.

Qualifications

- Pursuing or attained an undergraduate or master's degree.
- Relevant work experience and evidence of community relations credentials are highly beneficial
- Proficient in Microsoft Office applications
- Strong public speaking skills
- People orientated and ability to interface with all cultures and classes

Internship Details

- Commitment of 6-10 hours per week for a minimum of one academic semester. Preference given to candidate that can commit to the equivalent of one academic year.
- This position is extremely flexible, depending on schedule of events.

Benefits

- Opportunities to network with business professionals in the community.
- Referral for future employment

Interested candidates should send their resumes to:

Erica Atwood
Specialist, External Affairs and Community Engagement
Office of the Mayor
Email: erica.atwood@phila.gov