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Philadelphia, PA 19106

Internship Opportunity

Communications & Marketing Intern

Philadelphia Youth Network (PYN) is recruiting for a Communications & Marketing Intern to join the Communications & Marketing team starting in Fall 2021. This position will be available from September through December, concurrent with the fall semester, and will be offered for credit.

This role will assist PYN's Communications & Marketing team to promote the organization's programs and initiatives via a variety of communications mediums. Applicants may help support social media, events, public relations outreach, internal and external communications, etc. Work will include both team and individual projects, including:

- **Social media:** draft content or create engaging graphics, schedule social media posts and reporting on post / campaign performance
- **Media Relations:** develop media lists to share PYN announcements with the media, perform media relations outreach (sending pitches and performing follow up)
- **External Communications:** help draft blurbs for PYN's monthly newsletter, using Constant Contact
- **Events:** Support event planning and preparation (e.g., help set up, coordinate signage/logistics, etc.)
- Help support other tasks as needed

Position requirements:

- Excellent oral and written communication skills
- Ability to work effectively individually and as part of a team
- Ability to handle multiple simultaneous tasks or projects
- Well organized and detail oriented
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook
- Successful completion of background checks (PA State Criminal, PA Department of Public Welfare Child Abuse, U.S. Department of Justice National Sex Offender Registry, and F.B.I. fingerprinting)

Please note, this role will be hybrid. Depending on the days/hours worked, applicants may be asked to come into the office for some of their hours, to work on collaborative tasks.

Interested candidates should email a cover letter and resume to jobopps@pyninc.org.

Please use the subject "C&M Intern" as the subject line.

PYN alleviates poverty by preparing young people to succeed in tomorrow's workforce. PYN coordinates partners that connect young people to education and employment experiences, equipping them with the skills employers need. As a result, PYN creates a system of services that help young people become successful, creating a diverse local talent pipeline. Learn more at pyninc.org.