

**A sampling of *NON-PROFIT MANAGEMENT*  
field placements available through  
*The Philadelphia Center:***

**1812 Productions; Intern:** 1812 Productions is a non-profit theater founded by two prominent local theater artists. 1812 is an off-beat theater company dedicated to entertainment. The company produces contemporary theatrical works and spearheads an award-winning theater education and outreach program. Intern responsibilities would include box office, accounting, production, marketing, development and more.

**Bread and Roses Community Fund; Grants Program Assistant:** Bread and Roses Community Fund is a unique partnership of donors and activists committed to supporting social change in the Delaware Valley. A public foundation, Bread and Roses has distributed nearly \$6 million to groups working for access to health care; economic justice; a clean, safe environment; civil and human rights; peace; and other issues. In addition, Bread and Roses provides services to grantees and donors. The Grants Program Assistant will assist Grants Program Coordinator in various aspects of administering the grant making process -- both for the general fund and the Phoebus Criminal Justice Initiative. Responsibilities include disseminating information, evaluating grant proposals, coordinating site visits and other support.

**Center City Proprietors Foundation; Marketing Assistant/Event Coordinator:** Center City Proprietors Foundation is a non-profit organization that serves as a special event production agency to promote business, hospitality and cultural industries of the Philadelphia region via public festivals and marketing projects. CCPF's trademark event is THE BOOK AND THE COOK. In 2004, The Book and the Cook celebrates 20 years of presenting the best talent matched with the great restaurants of the Philadelphia Region. During the ten-day festival, over 60 of the world's leading cookbook authors will team with the culinary staffs of a like number of restaurants to create special meals based on their latest writings. Student responsibilities include working on event planning, publicity, and on-site coordination.

**College of Physicians of Philadelphia; Non-Profit Management Intern:** Established in 1787, the College of Physicians of Philadelphia is the oldest professional medical organization in the country. Its original purpose was to educate and support physicians to better serve the public. Today, the College is a non-profit educational and cultural institution with 1,500 distinguished Fellows representing the multi-disciplinary nature of healthcare. Our mission is to advance the cause of health, while upholding the ideals and heritage of medicine. As such, the College serves as a forum for the dissemination of health related information and intellectual discourse on a broad range of health related topics. This is accomplished through its lecture series, Historical Medical Library, Mütter Museum, and Philly Health Info.org -- a consumer health gateway to Delaware Valley Health Services. This internship will provide an excellent and unique opportunity, working closely with the College's Director and Chief Executive Officer, to gain and hone the skills, knowledge and experience for those interested in non-profit management, while working in a multi-faceted and well-established organization.

The intern will learn the many facets of non-profit management including: business development; fiscal management; marketing and communications; strategic planning; constituent-building; and development and fundraising. Specific opportunities may include: Investigate ways of streamlining operations; Investigate program ideas and funding streams for them; Investigate forging links with other non-profits; Assist the Director and CEO prepare for all meetings and programs; Accompany Director and CEO to all meetings. Desired Skills: A highly professional demeanor, with ability to interact comfortably, tactfully, and effectively with varied internal and external constituencies. Excellent writing, editing and organizational skills; Strong analytical and communication skills; Precise attention to detail and ability to multi-task; Flexibility and creativity; highly ethical and able to maintain confidential information; Knowledge of Microsoft Word, Excel, PowerPoint & Web research.

**Greater Philadelphia Cultural Alliance; Program Assistant:** With a membership of over 260 non-profit arts and culture organizations, the Cultural Alliance advocates for positive public sector, business and foundation policies and funding priorities at the local, state, and federal levels on behalf of its members; conducts the "Campaign for Culture," an umbrella marketing campaign for the cultural industry designed to increase awareness and attendance at Greater Philadelphia Cultural institutions; administers two grant programs to help increase access to funds for organizations and artists in southeastern PA; and, provides services to member organizations designed to help them reduce expenses or increase revenues.

**Kensington Welfare Rights Union; Intern:** Kensington Welfare Rights Union is a multi-racial poor people's organization. It engages in projects for survival and for ways out of poverty and homelessness. Student attends new member meetings, helps out in housing take-overs, presents to groups, etc.

**Women's Anti-Violence Education; Program Assistant:** WAVE is a small non-profit providing training in safety, assertiveness, and self-defense to individuals and organizations who request it. Our classes help people, primarily women and girls, understand the realities of sexual and gender-based violence and develop tools to respond effectively and safely. With only 1 paid staff person, WAVE depends on volunteers to coordinate, support, and implement programming. Duties include program coordination (scheduling training sessions and working with instructors); research to develop supplemental materials for WAVE's curriculum; outreach, marketing, and publicity; fundraising and event coordination; and some administrative tasks. Great opportunity to learn non-profit management as well as issues specific to violence against women. Intern candidates should be able to work independently, have strong written and oral communication skills, and think critically and creatively about tasks.

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