



301 N 9th Street, Philadelphia PA 19107 | Tel (215) 922-6156 | Fax (215) 922-PCDC

Communications & Development Assistant - Volunteer Intern (Part-time in-person, remote, & hybrid options)

Philadelphia Chinatown Development Corporation:

Established in 1966, PCDC is a 501(c)(3) non-profit organization. Our mission is to protect, preserve, and promote Chinatown as a viable ethnic, residential, and business community. Programs focus on providing affordable housing and related services, neighborhood planning and advocacy, commercial corridor development and revitalization, and youth and family support services.

Internship Description:

The Philadelphia Chinatown Development Corporation (PCDC) is looking for a highly motivated and organized individual with strong interpersonal skills to serve as a Communications & Development Assistant Volunteer Intern. This individual will assist the Communications & Development Manager with increasing visibility and outreach of PCDC's programming and fundraising, implementing marketing strategies, helping to maintain a grant database, and assisting with grants preparation. This includes social media, email marketing (Constant Contact), press releases, monthly newsletters, organizational websites (WordPress), and grant reports.

Key Responsibilities:

Communications:

- Assist with writing, editing, designing, and publishing promotions for PCDC's bilingual programming (youth, seniors, housing, etc). Products include social media posts, images, and video; fliers; newsletter articles and files; emails; and website materials.
- Skills gained include designing and promoting marketing and written newsletter content.
- Potential software used will include social media, Canva, Publisher, and Constant Contact email. These can be learned on the job if the intern is not familiar with them yet.

Fund Development:

- Interns will assist with data research, funder research, contract requirements, grant tracking, grant writing, reporting, and other needs of the organization.
- Skills gained will include grants tracking, report tracking, grant writing, assessing grant proposals, funder and grant research, setting up grants, and basic grant writing knowledge. Budgets and nonprofit operations will be included.
- Software used will include Microsoft Word, Adobe PDF, and Microsoft Excel. Familiarity with these is preferred.



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Skills & Abilities:

- Exceptional organizational and time management skills.
- Strong interpersonal and communication skills, both verbal and written.
- Familiarity with community development and cultural programming is a plus.
- Bilingual in English/Chinese is a plus, but not required.

Work Schedule:

This is a fully volunteer opportunity to learn about PCDC's mission and gain experience in nonprofit operations, communications, and development. Approximately 4-6 hours per day, one to two days per week is ideal (total of 8-12 hours per week). At least two weeks of in-person training is ideal, with options of in-person, hybrid, or remote volunteering for the remainder of the internship.

Preferred Start Date: ASAP

To Apply: Please email a resume and paragraph about your interest to Candice Lombardi clombardi@chinatown-pcdc.org with the subject line: Volunteer Application – Communications and Development Assistant.