



Non-Profit Communications Fellowship

The P.S. 14 Foundation is a non-profit incubator located in Philadelphia, PA that specializes in the cultivation of grassroots initiatives. P.S. 14 is seeking a Non-Profit Communications Fellow for a placement with The Francisville Neighborhood Development Corporation. This collaboration will seek to leverage the expansive mixed-use development encompassing the Ridge Avenue corridor of the Francisville neighborhood towards equitable economic development.

Leadership development and on the job training of the fellow will be supervised by the Principals of The P.S. 14 Foundation. Given the nature of non-profit work, the candidate must have a passion for public sector service and community engagement. An ideal candidate will want to gain experience in non-profit event curation, resource development, community and economic development policy and practice, and socioeconomic theories.

Assignments are expected to be carried out under limited supervision within the P.S. 14 Incubator or remotely, therefore only candidates with sound judgment, time management skills, and internal motivation need apply. The P.S. 14 Incubator and Francisville Neighborhood Development Corporation Marketplace are located along the 1500 - 1800 blocks of Ridge Ave.

Essential Duties & Responsibilities:

Utilizing individual interest, fellow will develop and investigate innovative resources and programs to build and retain relationships with stakeholders, volunteers, community members, and regional supporters along the Ridge Avenue Corridor.

- Social Media Coordination – Fellow will create/maintain the social media presence of the organization under the supervision of the administrative staff. This will include existing and emerging forms of social media engagement.
- Communication – Fellow will draft the affiliates public statements and marketing material prior to staff approval to include press releases, website posts, event material, and external communications.
- Fundraising Activities – Fellow will serve as the liaison between community partners and administrative staff for all fundraising activities.
- Outreach – The ideal fellow will have an interest in event hosting and coordination, with excellent communication skills and ability to coordinate and relay messages between the public, outside vendors, and the staff.

Qualifications / Education:

The ideal fellow will be chosen from a pool emerging creatives who can demonstrate that they seek to gain hands on experience in grassroots economic development.

Requirements:

- Minimum 10 hours a week obligated to the P.S. 14 Incubator.
- Submittal of all work assignments within established deadlines.

Compensation: \$1,500 Fellowship stipend awarded to candidate per semester.

Application Process: Interested candidates should forward a resume and a writing/work sample of their choosing to info@ps14foundation.org.