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## Spells Writing Lab Intern – Marketing/Public Relations/General Business Intern

Days/Times: 10-20 hours a week, Mon-Friday

Location: Work from Home/Remote. Periodic meetings with board members

Paid Position: Stipend provided. Transportation reimbursement provided. If you qualify for work-study through your school, please let us know.

To apply: Send resume and letter to [steven@phillyspells.org](mailto:steven@phillyspells.org)

### Qualifications:

Looking for an individual who can serve as an intern to the Board of Directors and various committees of a growing, local, educational purpose non-profit. This will be primarily a flexible work arrangement with most activities being performed remotely/work from home.

Ideal candidates will be business majors with an interest in marketing, public relations, and communications. Ability to work independently and autonomously is a must. A self-starter with good organization skills will be useful. Good writers and communicators are preferred. Outside the box thinkers and critical thinkers will thrive. An entrepreneurial spirit or experience with business operations will be useful.

The opportunity gives an intern exposure to many areas of a non-profit organization. You will be mentored by and interact with selected professional board members (MBAs, lawyers, writers, editors) with exposure to the

Executive Director, Program Director, volunteers, other interns and outside pro bono vendors.

We are looking for an individual to help execute aspects of a strategic plan on a project by project basis particularly with a focus on marketing, public relations and social media activities. The project topics will be broad based with the purpose of helping expand the reach of the organization, promoting the organization's purpose, updating the Spells family on activities and supporting the fundraising efforts through awareness building.

Opportunities to oversee various projects will be available subject to time constraints. We will leverage your skills and strive to provide an experience that expands knowledge in various business concentrations. Examples would include grant writing, database execution/data management, internet research.

Generally, there will be daily and weekly communications between numerous parties via e-mail and conference calls. Applicants should be passionate about charitable organizations.

Organization description: Spells Writing Lab is a 501(c)(3) non-profit writing center that serves 6-18 year old children in the Greater Philadelphia area. Physically located in North



Philadelphia near Temple University, we strive to excite young people about all forms of writing through creative programs that engage their imaginations, nurture their writing skills, and help develop their self-esteem. Spells has worked with 4,450+ students in 12-15 schools over the past three years and currently has partnerships with charter and/or public schools. At Spells, we believe that literacy is a cornerstone for future success, and that personalized attention and unconventional learning opportunities can inspire students to greater triumphs, both in the classroom and in life. To further these ends, we offer free after school tutoring; weekend writing workshops; spring break camps; and a five-week summer camp. We encourage any and all sorts of writing, like poetry, criticism, comics, stories, jokes; and often, we incorporate other disciplines, like music, art, film or animation.