



Committee of Seventy

Join us in our campaign for better government

The Committee of Seventy was founded in 1904 to fight for honest and effective government, fair elections and better informed citizens in Philadelphia. Seventy is the only independent and nonpartisan civic leadership organization that advances representative, ethical and effective government in Philadelphia and Pennsylvania through citizen engagement and public policy advocacy.

As a Communications Fellow, you will work hands-on in the planning and delivery of social media campaigns and initiatives.

Responsibilities may include:

- Content Creation: Assist in creating engaging and impactful written content for press releases, social media posts, blog articles, and other communication materials to effectively convey our political message.
- Media Monitoring: Monitor news and social media platforms to identify relevant trends, news stories, and public sentiment related to our political initiatives..
- Social Media Management: Help manage our social media accounts, including content scheduling, responding to comments, and tracking performance metrics.
- Research: Conduct research on key policy issues, political opponents, and relevant stakeholders, providing insights to support our communication strategies.
- Event Support: Assist in planning and organizing political events, including town halls, rallies, and press conferences, and provide on-site support during these events.
- Public Relations: Work with Communications Coordinator in building relationships with media outlets, stakeholders, and community organizations to enhance our political visibility.
- Graphic Design: Create visually appealing graphics and infographics to accompany communication materials, ensuring they are consistent with our branding.

- Collaboration: Work closely with the staff to create content for all aspects of the organization.
- Developing and editing Seventy's web and social media content. Important tasks may include monitoring and analyzing metrics to guide the organization's content and engagement strategy. Fellows will also have the opportunity to create new, innovative social media campaigns and work with digital media experts to learn the basics of message targeting, analytics and maintaining a Google grant.

Qualifications:

- Currently enrolled in a relevant degree program (Political Science, Communications, Journalism, Public Relations, or a related field).
- Strong written and verbal communication skills.
- Familiarity with social media platforms and content management.
- Basic understanding of political processes and policy issues.
- Proficiency in graphic design tools (e.g., Adobe Creative Suite, Canva)
- Highly organized, detail-oriented, and able to meet deadlines.
- A passion for politics, a commitment to our political agenda, and a desire to make a positive impact.

Applicants with academic backgrounds in communications, public relations, public policy, or political science are encouraged to apply; however, we consider strong interest in Seventy's nonpartisan mission to be more important than matching coursework.

All candidates must have **(1)** a strong academic record; **(2)** excellent research and writing skills; and **(3)** experience *or interest* in political and/or governmental issues at the local and state level. High proficiency in Microsoft Word, Power Point and Excel is advantageous. Other skills can be picked up along the way. Hours and duration are negotiable.

To Apply: Please send a resume, cover letter and writing sample to Dan Bright, Director of Operations, at dbright@seventy.org. Please put the subject line as Communications Fellow Application.