



## **Communications Fellow Description**

We are currently seeking a Communications fellow to support our efforts to build the Committee of Seventy's brand and amplify its work. The Communications fellow will support the Director of Communications with communications, social media, event support and promotion, marketing, and day-to-day operations. The person in this position will report to the Director of Communications and work collaboratively with other members of the Committee of Seventy team.

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.

### **Duties and Responsibilities:**

- Assist with drafting written content, such as social media posts, press releases, talking points, newsletters, e-blasts, and media advisories
- Monitor news and social media and manage press clippings
- Help manage social media accounts, including content scheduling, responding to comments, and tracking performance metrics
- Create visually appealing graphics and infographics to accompany communication materials in Canva
- Help manage website (no web design knowledge is required - fellows will be trained on Apostrophe)
- Staff special events
- Maintain press lists
- Other duties as assigned

### **Qualifications:**

- Excellent writing skills, interpersonal skills and follow-up skills
- Highly organized, detail-oriented, and able to meet deadlines
- Relevant work experience or coursework; professional or internship experience with organizational communications and social media is preferred
- Familiarity with social media platforms, content management tools, and Canva is a plus
- Competency with Google Office Suite programs, as well as basic internet applications
- Ability to work independently and as a part of team in a fast-paced environment
- A passion for politics, a commitment to our mission, 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.



## Committee of Seventy

Join us in our campaign for better government

This position receives \$15/hour. Ideally, a fellow should be able to commit to 14 hours each week.

We strongly believe in the power of diversity, equity, and inclusion. We recognize that a diverse organization brings together unique perspectives, experiences, and talents, leading to increased creativity, innovation, and better decision-making. As such, we actively seek out and value fellow applicants from all backgrounds, races, ethnicities, genders, sexual orientation, ages, or disability. Our commitment to DEI extends throughout our fellow recruitment process, ensuring equal opportunities and fair treatment for all candidates. We firmly believe that by fostering a diverse and inclusive workplace, we can create a stronger, more vibrant, and more successful organization.

**To Apply:** Please send a resume, cover letter and writing sample to Genevieve Greene, Director of Communications, at [ggreene@seventy.org](mailto:ggreene@seventy.org). Please put the subject line as Communications Fellow Application.