



Development and Events Fellow Description

We are currently seeking a development and events fellow to support our fundraising and events management. The Development and Events fellow will support the Director of Advancement with coordination of events, fundraising tracking and data management and day-to-day operations. The person in this position will report to the Director of Advancement 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:

- Data entry and data management.
- Process acknowledgements.
- Coordinate event materials including, but not limited to:
 - Invitations, program, nametags
 - Stewarding attendee list and tracking registration
- Attending assigned events to help with set-up and tear down.
- Coordinate and collaborate with Directors to implement logistics for day of event activities. You might support coordination around event logistics, infrastructure, food, volunteers, etc.
- Track sponsor and board member commitments, send invoices, and follow up accordingly.
- Report preparation and tracking support requires proficient Excel and Data Management skills.
- Prepare and communicate schedules, meetings and ensure timelines are met.
- Perform administrative duties as required or requested.
- May assist with the on-site distribution of collateral materials and volunteer organization.
- May assist with logistical and administrative support for meetings with the Board of Directors, outside community groups, and electeds.

Qualifications:

- Senior or junior at university/college, preferred.
- Minimum one (1) year work experience in administrative office experience or project coordination experience, with strong attention to detail.



Committee of Seventy

Join us in our campaign for better government

- Experience in event planning, organizing, consultation and event management preferred.
- Demonstrated ability to work on multiple tasks concurrently.
- Must have at least intermediate knowledge and skill with Microsoft Office and Google Suite used for word processing, email, presentations, and spreadsheets. Advanced knowledge and skill with these programs is preferred.
- Ability to objectively evaluate, make effective decisions and develop alternative solutions.
- Ability to work in a team environment and interact with all levels with the Committee of Seventy, staff, volunteers, stakeholders, and the public. This includes ability and willingness to build and cultivate relationships within and outside the Committee of Seventy. This also includes the ability to work collaboratively with others to use resources to achieve common goals.
- Ability to be diplomatic, self-motivated, resourceful, conscientious, and flexible.
- Knowledge of and skill in report preparation, proofreading and attention to detail.
- Proven background and willingness to work in an atmosphere requiring flexibility and change.
- Passion for ethical and effective government, citizen engagement, and public policy advocacy.

Applicants with coursework or majors in political science, public administration, communications, or a related discipline are encouraged to apply; however, we consider strong interest in Seventy's nonpartisan mission to be more important than matching coursework.

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 Clarissa Griebel, Director of Advancement, at cgriebel@seventy.org. Please put the subject line as Development and Events Fellow Application.