



Position: Education & Outreach Intern

Reports to: Education & Outreach Manager

Intern Summary

Assist the Education & Outreach Manager with general education & outreach initiatives and help execute Movies on the Block, an outdoor screening program which takes place each summer in underserved communities throughout Philadelphia.

Responsibilities

Work with the PFS Education & Outreach Manager to organize and execute all aspects of the Movies on the Block Program; Movies on the Block is a FREE accessibility and participation-focused outdoor screening program that provides Philadelphia residents the opportunity to engage with relevant curated programming at established community gathering spaces with outreach dedicated to removing economic, social, and geographic barriers. Through this series, PFS works closely with community leaders in crafting celebratory events and selecting pertinent programming to address interests and concerns within local neighborhoods in order to support a shared cultural experience across the city by creating casual opportunities for participants to gather and engage. In addition to a film screening, Movies on the Block events feature community partner activities, performances, giveaways and more.

He or she will also assist with general education & outreach initiatives in the office including, updating the outreach database and school contact information.

Time Requirements

- 2 days/week in office + miscellaneous additional events and meetings. Must be able to attend MOB programs.
- Hours in Office: 11am-5pm; Event Hours: 3pm-10pm

Job Requirements

- Proven ability to prioritize and manage multiple projects and timelines
- Experience with Excel and Google Drive
- Proven ability to meet deadlines on a consistent basis in a fast-paced environment
- Organizational skills, focus and attention to detail
- Problem-solving skills
- Ability to lift 30 lbs.
- Prior experience with community organizing/outreach strongly preferred
- **Education:** Junior or Senior in undergrad social work, education, communications program

Compensation: Unpaid, College Credit

To Apply: To apply, send cover letter and resume to internships@filmadelphia.org. **Deadline to apply: April 24, 2017**