

A.D.R.O.P. INTERN 2023
AUGUSTINIAN DEFENDERS OF THE RIGHTS OF THE POOR
IN PHILADELPHIA, PA

TIME REQUIREMENT: *Part-time*

JOB DESCRIPTION: A.D.R.O.P. is looking for an intern who is passionate about social justice, service to those in need and assisting in A.D.R.O.P.'s mission of "matching identified needs with known resources" through our programs. This opportunity would be inclusive of community outreach, education, supply/equipment management, and associated conditions to ensure consistent service. We are open to exploring integration of other skills, talents, or passions you may have.

OPPORTUNITIES AND RESPONSIBILITIES:

Office Work

- Basic computer skills are necessary for establishing Excel spreadsheets and correspondence.
- Updating the website, Facebook page, and Instagram on a regular basis.
- Administrative duties as necessary.

ESOL Classes

- Prepare and organize two different ESOL classes for the community with the aid and support of the Executive Director. This would include creating and executing a curriculum.
- Classes are offered during the day and on select evenings.

QUALIFICATIONS

- Able to work in unison with Executive Director
- Strong organizational, interpersonal, networking and communication skills (verbal and written).
- Personal commitment to Social Justice.
- Commitment to interacting with students, staff, faculty, and clientele of all backgrounds.
- Sufficient computer skills and comfort working with Windows Office programs, social media, and various websites.
- Ability to develop and manage various outreach opportunities.
- Ability to prioritize tasks and manage time independently.
- Flexibility for taking on new or unperceived tasks or projects.
- Creative and willing to take on projects based on one's passions.

Supervisor: Lacie Ann Michaelson Fischley - Executive Director
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