

## INTERNSHIP/PART TIME MARKETING & COMMUNICATIONS ASSISTANTS

Community Foundation Advancement Assistants/Interns assist with public relations and marketing projects, special events, donor services, website updates, electronic communication resources, and office duties.  
Flexible daytime hours between 9:00 a.m. and 5:00 p.m., Monday - Friday

- Mission:** The Chester County Community Foundation connects people who care with causes that matter, so their philanthropy makes a difference now and forever.
- Title:** Advancement Assistant
- Reports to:** Marketing & Communications Officer
- Description:** Provide support for public relations and marketing projects, special events, donor services, electronic communication resources, website updates, and office duties, helping to assure that services are provided in a professional, efficient manner to help grow philanthropy throughout Chester County.
- Wage:** Yes

### Responsibilities:

- Update social media sites; Facebook, LinkedIn, etc.
- Update websites and design electronic communications
- Verify nonprofit charitable status; generate reports
- Assist in fulfilling donor, fund advisor, and professional advisor requests, including answering phones, researching projects, processing paperwork, generating reports, and meeting planning
- Conduct web research on nonprofits and individuals
- Database entry and clean up
- Collate, sort and mail in-house mailings
- Deliver mail to mailbox or post office
- Copy/scan correspondence, files, etc. as needed
- Assist with outreach, educational program and special event logistics, including audience recruitment/marketing, public relations, press releases, and full event implementation
- Social networking on behalf of Community Foundation
- Open and sort mail, as well as deliver to mailbox or post office
- Answer phones, transfer calls, take messages, and assist where possible
- Receive visitors, announce arrival to staff, seat in meeting room and offer refreshments
- Compile information packets/kits; assemble meeting binders
- File correspondence, clean out files
- Other duties & special projects as assigned

***“Connect people who care with causes that matter,  
so their legacies make a difference now and forever.”***

## INTERNSHIP/PART TIME BUSINESS AFFAIRS ASSISTANTS

**Community Foundation Business Affairs Interns assist with accounts payable, accounts receivable processing, report generation, grants & scholarship administration, and general office duties. Flexible daytime hours between 9:00 a.m. and 5:00 p.m.**

**Mission:** The Chester County Community Foundation connects people who care with causes that matter, so their philanthropy makes a difference now and forever.

**Title:** Business Affairs Assistant

**Reports to:** Controller

**Description:** Assists Business Affairs with check processing, financial data entry and grants/scholarship administration. Provides phone support and assists with general office copying, mailings and errands. Helps to assure that services are provided in a professional, efficient manner to help grow philanthropy throughout Chester County.

**Wage:** Yes

### Responsibilities:

1. Accounts Payable data entry in Financial Edge, after invoices are coded
2. Generate grant & scholarship letters to accompany checks, match checks to invoices & mail checks
3. Check copying and AP/AR filing
4. Process cash receipts through data entry into Raiser's Edge and deliver deposits to the bank
5. File and retrieve grantee, donor and fund advisor information
6. Verify nonprofit charitable status; generate reports
7. Assist in processing grant and scholarship requests
8. Assist in fulfilling donor, fund advisor, and professional advisor requests, including answering phones, researching projects, processing paperwork, generating reports, and meeting planning
9. Conduct web research on nonprofits and individuals
10. Database entry and clean up
11. Collate, sort and mail in-house mailings
12. Deliver mail to mailbox or post office
13. Copy/scan checks, correspondence, files, etc. as needed
14. Answer phones, transfer calls, take messages, and assist where possible
15. Compile information packets/kits; assemble meeting binders
16. Assist with Foundation & Chester County Estate Planning off-site events
17. Assist with special projects, as needed
18. Receive visitors & announce arrival to staff
19. File correspondence, clean out files

***“Connect people who care with causes that matter,  
so their legacies make a difference now and forever.”***