



Pennsylvania Immigration and Citizenship Coalition

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Civic Engagement Internship

PICC is a diverse coalition of over 50 member organizations and numerous individual members. Its membership includes community-based organizations, social and legal service providers, mutual assistance associations, unions, faith communities, immigrant leaders, and concerned individuals. PICC's mission is to represent the needs of immigrants, refugees and new Americans living in Pennsylvania to policy makers, public officials, and the general public. PICC serves as a resource to member organizations and to stakeholders by providing information, identifying problems and promoting solutions to immigration issues. Its activities include regular educational forums, training programs, civic engagement, citizenship promotion and collective advocacy.

PICC's Civic Engagement Internship centers on non-partisan voter registration of new citizens and civic engagement of registered voters, as part of a long term strategy to increase electoral power in immigrant communities.

Essential Duties and Responsibilities:

- Work under the supervision of the Capacity Building Coordinator to support the voter engagement efforts of our partner organizations
- Organize and conduct presentations on U.S. civics at the request of our partners
- Assist with organizing voter mobilization activities (e.g. phone banks, canvassing)
- Attendance at 2-4 daytime citizenship ceremonies per week (Monday & Fridays)
- Review and process registration forms
- Provide support for special events and projects

Additional Activities:

- Assist with website content management
- Complete research projects
- Answer phone and email queries

Qualifications:

- Excellent communication skills in English and preferably an additional language
- Comfort working in a variety of settings and with diverse populations
- Knowledge of Microsoft Word, and Excel programs
- Facility in internet research
- Ability to handle multiple tasks with minimal supervision

Students from immigrant backgrounds encouraged to apply. Please send your resume and cover letter to Prudence Powell at prudencepowell@paimmigrant.org. Applications will be considered on a rolling basis. This internship is located in center city Philadelphia.