



Position Title: Student Placement/Internship

Location: Civically, Inc., Wilkinsburg, PA 15221

**About Us:**

Civically, Inc. is a nonprofit social enterprise(501c3) that focuses on community development by promoting civic and social literacy to instill self-reliance while addressing the immediate needs of the economically underresourced in the Pittsburgh East End region. Civically engaged communities are sustainable communities.

Position Overview:

We are seeking a highly motivated undergraduate or graduate student to join our team for a placement opportunity. The selected candidate will have the chance to gain hands-on experience in various aspects of community development and nonprofit organizations, while contributing to meaningful projects that address pressing equity challenges and increase self-reliance in our community.

**Intern Responsibilities:**

- o Assist with office maintenance duties such as data entry, report generation, and marketing.
- o Utilize social media platforms and create content to promote Civically's initiatives and events.
- o Participate in community outreach activities, including health education workshops and advocacy campaigns.
- o Contribute to the development of grant proposals, reports, and presentations for internal and external stakeholders.
- o Engage in professional development opportunities, including seminars, conferences, and networking events.

Interns will utilize a variety of programs to ensure efficient coordination and implementation. This role offers a comprehensive learning experience in community service and program management.

**Skills and Qualifications:**

- Strong organizational and time management skills.
- Excellent communication and interpersonal abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- Passion for community service and non-profit work.
- Previous volunteer experience is a plus.
- Experience with social media platforms and content creation.

**Benefits:**

- Opportunity to gain practical experience in public health settings.
- Exposure to diverse research and practice areas within public health.
- Networking opportunities with peers and industry leaders.
- Flexible scheduling to accommodate academic requirements.

**Duration:**

The placement is available for an entire academic year with the possibility of extension based on performance and availability.

**Application Instructions:**

To apply, please submit a resume and cover letter to [mgarrett@civicallyinc.org](mailto:mgarrett@civicallyinc.org)