

Policy and Program Fellow Description

The Committee of Seventy was founded in 1904 to fight for honest and effective government, fair elections and better informed citizens in Philadelphia. Seventy played a major role in the adoption of civil service reforms and the passage of the 1919 and 1951 Home Rule Charters. Seventy later produced comprehensive analyses on governmental agencies and departments, has filed amicus briefs on various electoral and City Charter issues and has been the area's most recognized crusader for safeguarding elections and protecting voters' rights. Seventy continues this campaign today as the city's only independent and nonpartisan civic leadership organization that advances representative, ethical and effective government in Philadelphia and Pennsylvania through citizen engagement and public policy advocacy.

Although the organization's traditional competencies have included ethics, campaign finance, redistricting and elections, Seventy occasionally ventures into other policy areas including education, taxes and budgetary issues. Major recent initiatives include leading a nonpartisan coalition of 100+ organizations to educate voters about the 2012 Voter ID Law and advocating to tighten the city's gifts rules for public employees and officials. Seventy was also deeply involved in the early 2000's reform movement credited with significantly cleaning up city government; this included new "pay-to-play" laws regarding city contracts, campaign contribution caps and disclosure rules for local candidates and a new independent Board of Ethics with teeth to enforce the law.

The Policy & Programs Fellow reports to Seventy's Chief Advancement Officer but works closely with all of Seventy's staff, including President and CEO David Thornburgh. The Fellow will gain experience in policy research and advocacy at the city and state level. The Fellow will also gain a broad understanding of the operations of a successful nonprofit - from marketing and communications to fundraising, event and program management, and Board development.

The Fellow will have an opportunity to gain in-depth experience in one or more of these areas based on their interest and career goals. Key responsibilities may include:

- Conducting research in Seventy's core mission areas of campaign finance, elections and voting, government reform, and ethics and transparency.
- Preparing materials and supporting logistics of candidate debates or issue forums in the current election season.
- Assisting individuals who contact Seventy's office or submit inquiries via email. Fellows will be trained in the basics of Philadelphia government and politics with an emphasis on elections and voting procedures.



- Developing and editing Seventy's web and social media content. Important tasks may include monitoring and analyzing metrics to guide the organization's content and engagement strategy. Fellows will also have the opportunity to create new, innovative social media campaigns and work with digital media experts to learn the basics of message targeting, analytics and maintaining a Google grant.
- Attending meetings or forums with representatives of government and community groups.
- Assisting with fundraising, marketing or development projects including prospect and foundation research, events, and grant writing.

Applicants with academic backgrounds in law, public policy, history or political science are encouraged to apply; however, we consider strong interest in Seventy's nonpartisan mission to be more important than closely relevant coursework.

All candidates must have **(1)** a strong academic record; **(2)** excellent research and writing skills; and **(3)** experience or interest in politics, government and/or public service. High-level proficiency in Microsoft Word, Power Point and Excel is advantageous. Other skills can be picked up along the way. Hours and duration are negotiable

To apply, please send a letter of interest, resume and writing sample to Dan Bright, Director of Operations, at dbright@seventy.org.

For more information on Seventy's history and work, visit our website at www.seventy.org.