On-Campus Internship Opportunity

Intern, Partnerships and External Relations at Stanford PACS

The Stanford Center on Philanthropy and Civil Society (Stanford PACS) is hiring a student intern to join our Partnerships and External Relations team starting Spring Quarter of the 2017-18 academic year.

Internship Description:
The Partnerships and External Relations Intern will play an important role in supporting Stanford PACS’ research programs, with an emphasis on communications and event planning.

This position will report to Annie Rohan, Director of Partnerships and External Relations.

Core Responsibilities:
— Contribute to event planning for private and public events at the Center
— Market Stanford PACS’ on-campus, public events to the broader Stanford community by posterizing the campus and sending materials to targeted students groups and centers on campus
— Staff on-campus events by setting up and tearing down events, as well as registering participants as they arrive (Stanford PACS hosts roughly 5 public and private events per academic year)
— Support the Partnerships and External Relations Program Manager to create materials for the upcoming Stanford PACS Advisory Board meeting
— Collaborate with Stanford PACS staff to maintain up-to-date website information on an ongoing basis
— Organize Stanford PACS marketing materials at the Center and occasionally collate these materials for visiting scholars and philanthropists
— Create standard operating procedures for internal planning and process improvement
— Support the Director of Partnerships and External Relations to build and strengthen new and existing partnerships between foundations, corporations, and individual philanthropists

Qualifications:
— Formal and effective communication skills
— Meticulous and thoughtful organizational skills
— Extreme attention to detail
— Commitment to follow through with responsibilities
— Desired experience with software such as Wordpress, Salesforce, Eventbrite, MailChimp, Box, Adobe Acrobat Editor, or Adobe InDesign

**Pay rate:** $14-16/hour  
**Hours:** 8-10 hours per week, flexible  
**Location:** Stanford Law School, 559 Nathan Abbott Way, Stanford

**How to apply:**
Please submit your resume with a brief description of your interest and experience to Danielle Carattini dcaratti@stanford.edu

**About Stanford PACS:**  
Stanford PACS is an interdisciplinary research center in the school of Humanities and Sciences. Stanford PACS develops and shares knowledge to improve philanthropy, strengthen civil society and effect social change. We bring together Stanford faculty, visiting scholars, postdoctoral scholars, graduate and undergraduate students, and nonprofit and foundation practitioners. As publisher of *Stanford Social Innovation Review (SSIR)*, we inform policy and social innovation, philanthropic investment and nonprofit practice.

Our student interns are passionate about social impact, philanthropy, and developments in civil society. They learn how to facilitate the workings of a multi-faceted research center, take ownership over individual projects, and contribute to a fast-paced, small team with a high standard of excellence. If this describes you, we urge you to apply!