



INTERNSHIP AND SERVICE WORK OPPORTUNITIES

RiverPlace Development Corporation

RiverPlace Development Corporation invites interested college students to apply for the following non-paid internship and service work opportunities. These positions will combine substantive practical work experience with a learning experience. Positions can be combined to meet particular interests or needs.

RiverPlace is a community-based non-profit development corporation inspired by its mission to *use the power of the River to unite communities and foster economic development*. For more information, please go to www.RiverPlacePA.com.

In these positions, you will be given substantive work, and challenged to use critical thinking, observation, and reflection as you pursue intellectual, personal, and professional development and build your resume.

For more information or to apply:

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**Internship and Service Work Opportunities
RiverPlace Development Corporation**

Position	Skills and Experience	Special Responsibilities ¹
Publications Designer/Coordinator	Graphic Design, Writing, Editing, Project Management	Annual Report, Topical brochures, quarterly newsletter, event flyers
Events Coordinator	Event Planning & Management	Volunteer management
Membership Coordinator	Microsoft Excel, Microsoft Access, Marketing	Establish membership/donor database, campaign planning and management, volunteer coordination
Newsletter Editor/Marketing Coordinator	Microsoft Publisher, Writing, Editing	Coordination with printer and mailing, news releases
Photographer	Digital images	Outdoor and Portrait
Project Assistant – Children’s Museum	Early Childhood Development, Art Education	Assist Project Coordinator with Research, Business Planning, Partnership Development
Project Coordinator – Birding Guide	Outdoor Recreation, Biology, Writing	Coordinate volunteer research, author report,
Project Coordinator – Maintenance and Security Plan	Project Management	Organize college student volunteers, Establish a volunteer Trailkeeper Trail Ambassador program
Project Coordinator – Public Art	Art	Catalog current art, create visitor’s guide, RFP’s for new major pieces along Riverfront
RiverPlace Master Plan – Student Outreach Coord.	Student Government, public participation	Public relations, student media
Spanish translation and outreach	Conversational and idiomatic Spanish	Web site content, Visitor’s Guide, radio PSA’s
Volunteer Coordinator	Group activity	Solicit, coordinate and recognize volunteer support for office, events, and projects
Webmaster – www.RiverPlacePA.com	Macromedia Contribute	Website maintenance and enhancement

¹ Note: All positions will assist when necessary with RiverPlace office operations.