



The Center for Peace & Global Citizenship Presents a Funded Fellowship with the Philadelphia Chinatown Development Corporation (PCDC)

The Philadelphia Chinatown Development Corporation (PCDC) is a nonprofit community development organization founded in 1966 to preserve, protect, and promote Philadelphia's Chinatown as a viable ethnic, residential, and business community. PCDC works to advance equitable neighborhood development through affordable housing, economic empowerment, community engagement, and cultural preservation.

Our projects span from affordable housing development and neighborhood planning to small business assistance, youth leadership programs, and civic advocacy. As the Chinatown community continues to face displacement pressures, PCDC remains committed to ensuring that development benefits local residents and sustains Chinatown as a cultural and economic hub for generations to come.

Internship Description

The Philadelphia Justice and Equity Fellow at PCDC will support the organization's mission of equitable community development by contributing to ongoing affordable housing, neighborhood planning, and communications & development initiatives.

Working alongside PCDC's professional staff, the Fellow will gain exposure to the operations of a community development corporation (CDC), assist in planning activities, and contribute to outreach and storytelling that connects community members, funders, and partners to PCDC's mission. This includes assisting the Communications & Development Manager with increasing visibility and outreach of PCDC's programming and fundraising, implementing marketing strategies, helping to maintain a grant database, and assisting with grants preparation. This includes social media, email marketing (Constant Contact), press releases, monthly newsletters, organizational websites (WordPress), and grant reports.

This **opportunity is based in Chinatown, Philadelphia. In-person participation is strongly preferred**, but a **hybrid schedule (in-person and remote days)** may be accommodated. Self-starters who are passionate about **social justice, urban equity, and community-based development** will thrive in this environment.

Roles and Responsibilities

- Assist the Communications & Development Manager with Communications including writing, editing, designing, and publishing promotions for PCDC's bilingual programming (youth, seniors, housing, etc). Products include social media posts, images, and video; fliers; newsletter articles and files; emails; and website materials. Collaborate with staff to document PCDC's work and its impact on the Chinatown community through storytelling, photography, or social media.
- Funding Development and Grant Support will include data research, funder research, contract requirements, grant tracking, grant writing, reporting, and other needs of the organization. Skills gained will include grants tracking, report tracking, grant writing, assessing grant proposals, funder and grant research, setting up grants, and basic grant writing knowledge. Budgets and nonprofit operations will be included.
- Other responsibilities may include participation in community engagement efforts such as resident meetings, public events, and planning workshops.
- Contribute to the development of maps, visual materials, and reports that communicate project goals and progress.

Qualifications

- Strong commitment to the mission, vision, and values of PCDC, including equity, inclusion, and community empowerment.
- Excellent written and verbal communication skills.
- Strong research and analytical skills, with attention to detail.

費城華埠發展會

www.chinatown-pcdc.org



- Ability to work collaboratively in a cross-functional team environment.
- Interest or coursework in urban studies, sociology, public policy, architecture, planning, communications, or nonprofit management.
- Experience with Microsoft Word & Excel, Adobe Acrobat, and Canva preferred, Microsoft Publisher & PowerPoint helpful.
- Experience with community engagement, communications, or data visualization is a plus.

CPGC's Fellowship Program

This funded opportunity is part of a larger [CPGC fellowship](#) that offers a preparatory and post-internship program, including individual guidance and peer support. Before applying, please carefully review [Key Commitments and Dates](#).

For More Information and Advice

- Review Key Commitments and Dates for the CPGC Fellowship program.
- Visit the CPGC Fellowship Funding webpage.
- Make an appointment with Janice Lion, CPGC Associate Director for Philadelphia and U.S. Programs.

Partnership Application & Selection Process

- Open to rising sophomores, juniors, or seniors.
- Detailed application instructions can be found on the CPGC website.
- All application materials are due February 8, 2026, by 11:59 p.m. ET.
- Address your cover letter to Rachel Mak, Deputy Director, Philadelphia Chinatown Development Corporation and include times you are available for an interview the week of February 17.

CPGC Fellowships include half-semester courses leading up to and following the summer, to help you prepare, connect, and reflect on your internship experience. If you are selected for this internship, you will be expected to enroll in *Global Solidarity*, *Local Action* course beginning after Spring Break, and *Work & Justice* course at the beginning of Fall semester.

Important Dates/Info for this Partnership

- This fellowship includes participation in the Philadelphia Orientation Program (POP) May 26-30, and an internship from June 1 - July 31, with the opportunity to continue working part-time throughout the academic year as a Philadelphia Justice & Equity Fellow (PJEF).
- POP is a week-long program led by CPGC and local partners and friends the week following Memorial Day: May 26-30, 2026.
- There is a hiring preference for people able to commit to the PJEF component, but students studying abroad for one semester of the following academic year or otherwise unable to continue past summer will be considered.

Philadelphia Justice & Equity Fellowship (PJEF) /Academic Year Opportunity

Before applying, please review the [Philadelphia Justice & Equity Fellowship](#). This internship will include paid work throughout the fall and spring semesters. All hours spent working with PCDC (up to 8 hrs/week) and in PJEF activities (~2 hrs/week) are paid at the standard hourly wage for campus jobs. Most work during the academic year will be remote.



費城華埠發展會

www.chinatown-pcdc.org