



Fall 2016 Communications Intern

Summary:

The Massachusetts Nonprofit Network (MNN) is the voice of the nonprofit sector in Massachusetts and understands that strong nonprofits build strong communities. MNN is the only statewide organization dedicated to supporting the nonprofit sector through advocacy, public awareness, and capacity building. MNN includes more than 750 member organizations, representing every part of Massachusetts—from the Berkshires to the Cape.

MNN is seeking a Communications Intern to support our work to: enhance and expand the organization's brand; recruit, retain, and engage MNN members; and increase public awareness of the nonprofit sector as efficient, effective, and essential. This is a great opportunity to learn more about the nonprofit sector in Massachusetts, develop communications and graphic design skills, and experience working on a small, friendly team. The Communications Intern is a part-time position with a flexible schedule (12-15 hours per week).

Location:

- 89 South Street, Suite 603, Boston, MA 02111 (one block from South Station)

Reports To:

- Communications Manager

Responsibilities:

- Assist with outreach to MNN's members, nonprofit and business leaders, and the media
- Compile the organization's bi-weekly electronic newsletter
- Write copy for press releases, electronic alerts, memos, etc.
- Opportunity to contribute "long-form" articles to the newsletter
- Assist with updates to MNN's website
- Support the organization's day-to-day social media efforts
- Plan and execute design work that reflects MNN's brand, including (but not limited to) marketing materials, event collateral, and electronic graphics
- Works with vendors to complete those products

Qualifications:

- Pursuing bachelor's degree or recent college graduate
- Experience with graphic design software—Adobe Creative Suite, including InDesign, Photoshop, and Illustrator
- Experience with WordPress preferred
- Proficiency with Microsoft Office Suite
- Strong writing skills
- Excellent attention to detail
- Strong interpersonal skills
- Self-starter who can prioritize and manage multiple projects and deadlines

Benefits:

- Weekly stipend
- Flexible schedule (within regular business hours)
- School holidays and vacations will be respected

Application Instructions:

To apply, please email your resume and a cover letter detailing your interest in the position and relevant skills/experience to info@massnonprofitnet.org.

If you have any questions, please contact Natasha Terhorst at (617) 330-1188 ext. 285 or nterhorst@massnonprofitnet.org.