



Spring 2017 Public Policy 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 Public Policy Intern to support our work advancing the nonprofit sector across Massachusetts. This is a rewarding job in a great work environment with networking and professional development opportunities. The Public Policy Intern is a part-time position with a flexible schedule.

Location:

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

Reports To:

- Director of Government Affairs

Responsibilities:

- Research, track, synthesize, and summarize policy issues affecting the nonprofit sector
- Assist in the preparation of materials to communicate policy issues to the organization's membership, nonprofit leaders, policy makers, and the general public
- Occasional contact with elected leaders and public officials
- Perform related responsibilities and tasks as assigned

Preferred Qualifications:

- Pursuing bachelor's or master's degree in a related field (e.g., public policy, government, or political science)
- Excellent writing skills required
- Demonstrated research skills
- Strong interpersonal skills
- Experience with Microsoft Office
- Strong work ethic and desire to "get the job done"
- Ability to prioritize and manage multiple projects and deadlines
- Attention to detail

Benefits:

- Stipend available
- Flexible schedule (within normal 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.