

NOTICE OF INTERNSHIP POSITIONS

Interested candidates should send cover letter and resume to:

Vanessa Meisner, Director of Operations
Massachusetts Nonprofit Network,
89 South Street, Suite #601
Boston, MA 02111
Phone (617) 330-1188 x280
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General Information

- ORGANIZATION:** The Massachusetts Nonprofit Network (MNN), a growing statewide association of nonprofit organizations, represents all sectors of the non-profit community including health care, the arts, education, the environment, human services, economic development, etc. and is active at the State House and in DC advocating for the nonprofit sector.
- LOCATION:** One block away from South Station, Boston, MA. Red and Orange Line (or a short walk from the Green Line) and Commuter Rail accessible.
- COMPENSATION:** Rewarding job in a great working environment with wonderful networking opportunities. Professional growth and very significant contacts and exposure. Work Study money possible or Monthly T pass provided.
- WORKDAYS:** 10-20 hours per week: Monday to Friday. Flexible schedule available during normal business hours. School holidays and vacations will be respected.

IT Associate

DUTIES:

- Assist with launch of new MNN website.
- Assist with fixing MNN shared drive files to re-align.
- Assist with marketing surveys and other forms of internet outreach to members and the nonprofit community as needed.
- Those duties most common to office management: phone support, database management, and other logistical IT support.

QUALIFICATIONS: Education and experience should demonstrate the skills, knowledge and abilities to perform the essential duties and responsibilities. Knowledge of Microsoft Office are necessary, Dreamweaver and Word Press are a plus. Preferred candidate will have proven IT experience and or related major, writing skills, ability to use the internet, some knowledge of marketing tools is a plus, and an interest in the nonprofit sector.

Operations Associate

DUTIES:

- Assist with all aspects of outreach and communication to MNN's members, nonprofit leaders, and the general public.
- Assist with the creation and distribution of MNN publications, including MNN's web site, bulletins, brochures, and newsletters.
- Assist with marketing surveys and other forms of outreach to members and the nonprofit community as needed.
- Assist with operations for accounts receivable and payable.

- Those duties most common to office management: phone support, document preparation, database management, and other logistical support.

QUALIFICATIONS: Education and experience should demonstrate the skills, knowledge and abilities to perform the essential duties and responsibilities. Knowledge of Microsoft Office or similar computer applications. Preferred candidate will have proven math skills, ability to use the internet, some knowledge of Quickbooks or other accounting systems is a plus, and an interest in the nonprofit sector.

Communications Associate

DUTIES:

- Assist with writing press releases, media alerts, fact sheets, op eds
- Research, update and maintain media lists
- Assemble client clip books and press kits
- Provide support and logistical assistance for special events
- Assist with outreach and communication to MNN's members, nonprofit leaders, and the general public.
- Assist with the creation and distribution of MNN publications, including MNN's web site, bulletins, brochures, and newsletters.
- Assist with marketing surveys and other forms of outreach to members and the nonprofit community as needed.
- Perform other basic office duties

QUALIFICATIONS: Education and experience should demonstrate the skills, knowledge and abilities to perform the essential duties and responsibilities. Knowledge of Microsoft Office or similar computer applications. Preferred candidate will have proven writing skills, ability to use the internet, some knowledge of marketing tools is a plus, and an interest in the nonprofit sector.

Public Policy Research Associate

Full for Spring 2011

DUTIES:

- Research, track, synthesize, and summarize public 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.
- Perform related duties and responsibilities as assigned.

QUALIFICATIONS: Education and experience should demonstrate the skills, knowledge and abilities to perform the essential duties and responsibilities. Preferred candidate will have proven research and writing skills, an ability to work independently, and an interest in public policy and the nonprofit sector.