



Public Policy Associate:

Description:

The Massachusetts Nonprofit Network is the voice of the nonprofit sector in Massachusetts and understands that strong nonprofit organizations build strong communities. MNN is the only statewide organization dedicated to supporting nonprofits through policy, awareness and capacity building strategies. MNN includes nearly 500 member organizations, representing every part of Massachusetts—from the Berkshires to the Cape. MNN is seeking a Public Policy Associate intern to support our work advancing the nonprofit community throughout Massachusetts. This is a highly rewarding job in a great working environment with wonderful networking opportunities, including professional growth opportunities and exposure to very significant contacts.

Location:

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

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
- Occasional contact with elected leaders & public officials, as requested
- Perform related duties and responsibilities as assigned

Preferred Qualifications:

- Pursuing Bachelors Degree or recent college graduate
- Entrepreneurial, self-starter who can prioritize and manage projects and deadlines
- Strong interpersonal skills
- Proficiency with Microsoft Office Suite, including experience with Salesforce or similar database and mail merge experience (preferred)
- Attention to detail
- Ability to prioritize and follow through effectively
- Proven research skills

Details & Benefits:

- **Monthly T Link Pass provided.**
- Unpaid internship. Start date is negotiable.
- Minimum of 15 hours per week.
- Flexible schedule available during normal business hours.
- School holidays and vacations will be respected.

Contact:

- Kaitlin Henry: (617) 330-1188 ext. 285 or khenry@massnonprofitnet.org