



Membership & Events 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 Membership & Events Associate intern to support our work to attract, retain and engage MNN members throughout Massachusetts, through a range of activities, including maintaining accurate and up to date information, member communications, and implementing events and meetings. This is an opportunity to learn more about the nonprofit community in Massachusetts, develop new skills and hone existing ones, and to experience working in a small but friendly nonprofit organization.

Location:

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

Duties:

- Assist in maintaining and updating member profiles/information
- Assist in tracking/documenting membership information
- Assist in membership retention efforts
- Research member information in other states/organizations
- Assist in planning for events

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.
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Contact:

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