



Summer 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 efforts to: strengthen the organization's brand recognition and visibility; attract, retain, and engage MNN members; and increase public awareness of the nonprofit sector as efficient, effective, and essential. This is a great opportunity to develop a strong understanding of the nonprofit sector in Massachusetts, expand on communications skills (including writing, PR, marketing, and social media), and experience working in a nonprofit organization. The Communications Intern is a part-time position with a flexible schedule (minimum of 10 hours per week).

Location:

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

Reports To:

- Director of Communications and Development

Responsibilities:

- Assist the Director of Communications and Development with all aspects of outreach and communication to MNN's members, nonprofit and business leaders, and the media
- Compile the organization's bi-weekly electronic newsletter
- Copywriting for press releases, electronic alerts, memos, and materials
- Support MNN's day-to-day social media outreach
- Opportunity to contribute "long-form" articles for the bi-weekly bulletin on topics of interest to the sector
- Research topics of importance for use in opinion pieces, talking points, etc.
- Perform related responsibilities and tasks as assigned

Preferred Qualifications:

- Pursuing bachelor's degree or recent college graduate
- Excellent writing skills required
- Demonstrated research skills
- Entrepreneurial self-starter who can prioritize and manage multiple projects and deadlines
- Proficiency with Microsoft Office Suite
- Attention to detail
- Strong interpersonal skills

Benefits:

- Weekly stipend available
- Monthly T-Pass provided
- 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.