



Summer 2016 Creative Design 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 Creative Design Intern to support our work advancing the nonprofit sector across Massachusetts, specifically through the development of branded materials. This is a highly rewarding opportunity in a great working environment. The Creative Design 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:

- Work closely with the Director of Communications and Development to expand and enhance the organization's brand
- Execute design work that reflects that brand, including external marketing documents, event invitations, programs, electronic graphics, and other materials as needed
- Works with vendors, such as printers, programmers, developers, or other technicians, to complete the products

Preferred Qualifications:

- Actively enrolled in, or recent graduate of, a technical or university graphic design or related program
- Experience with graphic design software—Adobe Creative Suite, including InDesign, Photoshop, and Illustrator—is required
- Proficiency with Microsoft Office Suite
- Entrepreneurial self-starter who can prioritize and manage multiple projects and deadlines
- Strong attention to detail
- Ability to work in a team-oriented environment to create a finished product

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.