



Summer 2016 Membership and Events 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 Membership and Events Intern to support our work to attract, retain, and engage members across Massachusetts through a range of activities, including maintaining accurate and up-to-date member information, communicating to members, and executing events and meetings. This is a great opportunity to learn more about the nonprofit sector in Massachusetts, develop skills, and experience working in a small, friendly organization. The Membership and Events 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 Membership and Programs

Responsibilities:

- Assist in maintaining 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
- Perform related responsibilities and tasks as assigned

Preferred Qualifications:

- Pursuing bachelor's degree or recent college graduate
- Entrepreneurial self-starter who can prioritize and manage multiple projects and deadlines
- Strong interpersonal skills
- Proficiency with Microsoft Office Suite
- Experience with Salesforce or similar database and mail merge experience
- Attention to detail
- Ability to prioritize and follow through effectively
- Demonstrated research 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 Emily Tamanaha at (617) 330-1188 ext. 281 or etamanaha@massnonprofitnet.org.