



Spring 2017 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 recruit, retain, and engage members across Massachusetts. This is a great opportunity to learn more about the nonprofit sector in Massachusetts, develop skills, and experience working in a small, friendly organization. This position provides the opportunity to try out two areas of work: (1) maintaining and analyzing information on our membership and (2) event coordination, including planning, communications, and execution. The Membership and Events Intern is a part-time position with a flexible schedule. There may be the possibility to extend this position through the summer.

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
- Assist in planning for and executing events
- Research membership and program trends/opportunities
- Perform related responsibilities and tasks as assigned

Preferred Qualifications:

- Pursuing bachelor's degree or recent college graduate
- Strong interpersonal skills
- Demonstrated research skills
- Experience with Microsoft Office
- Experience with Salesforce or similar database and mail merge experience
- Strong work ethic and desire to "get the job done"
- Ability to prioritize and manage multiple projects and deadlines
- Attention to detail

Benefits:

- Stipend available
- 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.