



## Communications Dept. Internship Program

Company/Organization: Mass Adoption Resource Exchange (MARE)

Supervisor: Name: Joseph Sandagato  
Director of Communications & Public Relations

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Semester: X Fall X Spring X Summer (may be filled by separate candidates)

2017/18 Start and End Dates: June thru August  
September thru December  
December thru May

Work Days: Mon x Tues X Wed x Thurs X Fri \_

(M, W in Boston Metro/Tu.,Th. could be Central MA-based or remote)

Hours: 9 to 5

### Position Description:

This internship will focus on communications and public relations work with a social service agency. Specific skills including social media management, community engagement, legislative outreach or other adjacent skill set is welcomed.



**Requested Qualifications:**

Some experience in communicating/messaging for social services, interest in public relations engagement, an ability to communicate effectively across diverse populations and a willingness to engage directly with our constituency is necessary. As agency has limited IT support, student must be strong problem solver and independent worker and be willing to work in an environment with limited resources.

**Skills and Experience Gained:**

Internship provides exposure to all levels and functioning of a small non-profit, including leadership, communications, public relations, fundraising and child/family social work. This allows for an opportunity to combine technical skills with assessment, communication and planning skills.

Paid: \_\_ Unpaid: