



Program Department Internship

Massachusetts Adoption Resource Exchange, Inc. MARE
45 Franklin Street, 5th floor Boston, MA 02110-1301
617-54-ADOPT (617-542-3678) or 1-800-882-1176 Fax: 617-542-1006
Web site: www.MAREinc.org

The MARE Mission

MARE exists to find “a permanent place to call **HOME**” for children and teens in state foster care, including sibling groups and youth who are traditionally harder to place. We do this by recruiting, educating, supporting and advocating for **FAMILIES** throughout the adoption process, while tailoring recruitment to find potential families for specific waiting children.

The Agency

MARE is a private, non-profit human service agency that works with both public and private adoption agencies to find permanent families for children in foster care awaiting adoption. MARE employs a variety of programs to recruit interested families. Central to the work of the Program Department are the MARE Photolisting® (a book with descriptions and pictures of waiting children that is housed in libraries and social service agencies throughout the state); adoption parties (events that bring social workers, waiting children, and prospective adoptive parents together in a fun and meaningful way); media publicity and other child-specific recruitment. MARE has a committed and energetic staff of 14, including 2 in our Springfield office; the environment is friendly, hard working and can be fast-paced.

The Internship

Program Department interns can work on, but are not limited to, the following tasks:

- assist in the planning and implementing of adoption parties and other recruitment events
- coordinate updating of MARE Photolisting® in libraries
- coordinate internet profiles of waiting children
- update child and family statuses and information
- research and develop new child-specific recruitment opportunities
- participate in National Adoption Day, fundraising opportunities and other special event planning
- attend staff meetings and other adoption community meetings and events
- assist with information calls and web inquiries from the general public and social workers
- work with the PR/Fundraising Department, as interested and needed to coordinate press for events, assist with grant writing and other fundraising activities

Qualifications, Hours and Compensation

MARE's Program Department offers internships to both undergraduate and graduate interns, and responsibilities of the internship are customized accordingly. Undergraduate interns should be juniors or seniors, studying social work, human services, or a related field. Graduate students should be advanced year students in social work, human services or a related field. **Program Department internships are largely macro/administrative and involve limited direct service to children and families.** Interns are expected to commit to a minimum of 12-16 hours per week for one academic semester.

Interns are not paid, but where college credit is available for internships the agency will meet all school requirements. Students can be reimbursed for traveling to meetings or events outside of the office.

Location/Directions:

MARE is conveniently located at 45 Franklin Street in Boston, which is at Downtown Crossing, directly behind the former Filene's building. It can be accessed from any subway line. The following stations are all within three blocks of the agency, or closer: Park Street (Green & Red lines), Downtown Crossing

(Orange & Red lines), and State Street (Orange & Blue lines). Numerous buses and express buses also stop in the area.

To Find Out More About Internship Opportunities at MARE

If you would like more information, or want to arrange an interview, please contact Bridget Chiaruttini, Director of Child and Family Services at 617-572-3678 x112 or 1-800-882-1176. You may also send inquiries via e-mail to bridgetc@mareinc.org.