



Program Department Internship Description

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

The MARE Mission

MARE exists to find a “place to call **HOME**” for **CHILDREN** in foster care, including sibling groups and children who are traditionally harder to place. We do this by recruiting, educating, supporting and advocating for **FAMILIES** throughout the adoption process.

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); Single Parent Matching Nights (similar to adoption parties, but specifically for prospective single adoptive parents that have been through the training process); and other child-specific recruitment.

MARE has a committed and energetic staff of 13, and 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
- assist in the planning and implementing of Single Parent Matching Nights
- coordinate updating of MARE Photolisting® in libraries
- research and coordinate new libraries to house the Photolisting
- coordinate internet listing of waiting children
- update child and family statuses and information
- research and develop new child-specific recruitment opportunities
- coordinate mailing of children’s photos to adoptive families
- attend adoption parties and Single Parent Matching Nights

- attend staff meetings and other adoption community meetings and events
- assist with general mailings
- assist with information calls and web inquiries from the general public and social workers
- assist with special event planning
- work with PR/Fundraising Department, as interested and needed, to write child-specific media profiles, coordinate press for events, assist with grant writing and other fundraising activities

Qualifications, Hours and Compensation

Program Department interns should be juniors or seniors in college, studying social work, human services or a related field, or graduate students in similar fields.

The Program Department intern is asked to work a minimum of 12-16 hours per week. Internships generally last for 12 weeks, but students are welcome to stay longer. Internships are available throughout the calendar year.

Interns are not paid, but where college credit is available for internships, that can be arranged and the agency will meet all school requirements. Additionally, because these internships are unpaid, we make sure that the interns gain meaningful experience in their positions and attempt to gear them to a student's interests as much as possible. 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 Filene's. 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 busses and express busses also stop in the area.

To Find Out More About Internship Opportunities at MARE

Internships are also available in other units at MARE. If you would like more information, or want to arrange an interview, please call Tracy Scatterday, Director of Recruitment and Programming, at 617-572-3678 or 1-800-882-1176. You may also send inquiries via e-mail to tracys@mareinc.org.