



The Boston Foundation believes that one of the great strengths of the Greater Boston community is the rich diversity of its residents in race, religion, national origin, ethnicity, sex, sexual orientation, gender identity, genetic information, age and physical abilities. The Foundation seeks to enhance and support that diversity, not only by its grant making, but also by adopting and implementing employment policies and practices designed to recognize and respond to such diversity.

The Boston Foundation is an Equal Opportunity Employer. We encourage applications from people with diverse backgrounds and experience.

All applications should be submitted online. Go to <https://www.tbf.org/who-we-are/careers> and select “Intern, Office of the President” to complete our online application process.

Job Description

Title: Intern, Office of the President

Department: Office of the President

Reports To: Assistant Director, Office of the President, and Secretary to the Board of Directors

FLSA Classification: Non-exempt **FTE:** < .5

Supervises: None

Position Summary:

The Boston Foundation is seeking an intern to join the Office of the President team. This is an exciting opportunity to learn about and contribute to the Boston Foundation during President & CEO Lee Pelton’s leadership as the foundation implements [*Our New Pathway*](#), a bold new strategic plan focused on building equity in the city of Boston and the greater region. The intern will assist with research, the preparation of briefings and meeting materials, and provide general operations support under the direction and guidance of Office of the President staff members. In conjunction with their work and projects, the intern will have the opportunity to develop and achieve professional learning and development goals with the support of the Assistant Director.

This role will work in a hybrid environment with a mix of in-office and virtual work for a total of 10-15 hours per week.

Essential Functions:

- Assist with research into community partners, both individuals and organizations, and issues and opportunities related to inequity and closing the equity gap in Boston;
- Assist in the preparation and recording of meeting materials;

- Prepare event and speaking engagement briefings, and attend events as able;
- Translate research into summary briefings and talking points; and
- Assist with general operations for the Office of the President.

Other Duties and Responsibilities:

- Individuals assigned to this position may perform other duties as assigned.

Qualifications

Preparation, Knowledge, Previous Experience:

- High School, GED, HiSet or equivalent credential or relevant experience.

Skills, Abilities, Competencies:

- Excellent written and oral communication skills, with the ability to organize, express, and communicate ideas in a clear, succinct, and accurate manner;
- Ability to successfully prioritize tasks;
- Demonstrated ability to successfully translate research into summary briefings and talking points;
- Capacity to integrate into all functional areas while autonomously leading one's work;
- Ability to work with evolving priorities and timelines;
- Creative and critical thinking skills; and
- Interest in current affairs, social justice, civic leadership and/or philanthropy strongly preferred.

Working Conditions & Physical Demands:

- Ability to sit and/or stand at workstation for long periods of time;
- Ability to use a computer monitor and keyboard for long periods of time; and
- Ability to work remotely and on-site as required.

The content is intended to describe the general nature and level of work being performed by persons assigned to this job. It is not intended to constitute an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents, who are or become disabled as defined under the Americans with Disabilities Act or applicable state law, must be able to perform the essential functions of the job (including those listed above) either with or without reasonable accommodation. Reasonable accommodation, if any, will be determined by management in consultation with the employee on a case-by-case basis.

This job description is intended to be general and may be revised from time to time. At management's discretion, the employee may be assigned different or additional duties from time to time.