



Communications Intern

MACDC and the Mel King Institute, which MACDC co-founded and operates, are looking for a Communications Intern for the 2020/2021 academic year. This role will be vital to raising awareness and understanding of the community development field in Massachusetts. This is a great opportunity for someone who loves to find creative ways to tell incredible stories of individual and community transformation and to develop a portfolio of digital media. MACDC is active on social media (Twitter and Facebook), maintains two websites (macdc.org and melkingsintitute.org), and issues at least two e-newsletters monthly. We are also excited to see how video and even podcasting may help increase the general public's awareness and understanding of our field, it's importance to their lives and their community, and why they should support our work.

Potential Projects Include:

- Developing and executing a social media plan for the Mel King Institute;
- Developing and executing a campaign to build awareness and excitement about the Mel King Institute's Annual Breakfast;
- Develop and executing a social media plan for MACDC's Lobby Day;
- Writing social media posts;
- Creating photo "libraries";
- Producing video shorts.

Skills:

- Graphic design skills, including use of Photoshop;
- Website updates (knowledge of Drupal a plus);
- Strong oral and written communication skills;
- Ability to work on a diverse set of projects simultaneously.

MACDC works with a graphic designer and web development firm; however, we do expect a qualified Communications Intern candidate to have a working knowledge of graphic design software, and how to use a CMS for website updates, as well as the ability to use Excel. Furthermore, the ability to write compelling and engaging copy is critical to this position's success. The ideal candidate will be creative, inciteful, and passionate about engaging new audiences to learn more about incredible people, communities, projects, and initiatives that are helping transform neighborhoods and towns across Massachusetts.

The Communications Intern will report to the Director of Operations and work closely with the Director of the Mel King Institute. This is a paid internship that will likely be 15 – 20 hours per week through the end of June 2021.

To learn more about this opportunity and apply for consideration, please contact John Fitterer at johnf@macdc.org.

Completed applications will include a resume with relevant coursework noted; a writing sample; and references.

MACDC seeks to create an inclusive workplace where all people are welcomed regardless of their ethnicity, race, income, age, or abilities. We seek to create an organization and community development field that is reflective of the people we serve.