Neighbor to Neighbor Massachusetts: Intern Job Description – Boston

Mission: Neighbor to Neighbor Massachusetts (N2N-MA) has been building power in low-income and working class communities around economic justice issues since 1996. The Working Family Agenda – good jobs, education and training, affordable child care, health care, a welfare safety net, and progressive taxation – is the cornerstone of our program. By empowering low-income people to get involved in the political process, developing local leadership, and uniting low-income communities in coalition with unions and social service agencies, we hold politicians accountable to the needs of their constituents and win increased programs and services for struggling working families.

Benefits of Internship: Interning with N2N-MA will give you valuable political organizing and campaign experience which will help you pursue a career in social justice, public service, and legislative work.

General Description: The intern works out of our Boston office, across the street from the State House, and works with N2N-MA’s campaigns department on legislative issues and electoral campaigns. The intern must be proficient in writing and editing and must be comfortable on the phone for regular volunteer recruitment calls. The intern must also be willing to work one day and one to two evenings per week, totaling 10-15 hours.

Responsibilities

- **Creating Materials:** Write edit phone-call or door-knock scripts, action alerts, letters to legislators and volunteers, and volunteer recruitment materials. Interns may be asked to sit-in on various coalition meetings.

- **Volunteer recruitment:** Recruit for and help supervise volunteer phone banks in the Boston office. Recruitment involves regularly calling through the N2N-MA activist network to find volunteers. Supervising phone banks involves welcoming volunteers, explaining scripts and phone calls, and answering any questions they have throughout the evening.

- **Election Campaigns:** When N2N-MA endorses a candidate, interns may be asked to help with that candidate’s field campaign. Campaign work involves recruiting volunteers, helping run campaign phone banks, and helping the N2N-MA staffer assigned to the campaign.

Qualifications

- **Commitment to the issues of the Working Family Agenda – good jobs, health care, housing, a welfare safety net, and progressive taxation.**

- Proficiency in writing and editing

- Ability to make regular phone calls for volunteer recruitment

- Proficiency with Microsoft Word

- Proficiency of Microsoft Access and Excel a plus

- Knowledge of Spanish language a plus