



Position Title: Communications & Marketing Intern

The Center for Social Innovation (C4) is a woman-owned, mission-driven small business. C4 is a community of clinicians, social scientists, policy analysts, consumers and educators dedicated to using knowledge creatively to improve the lives of vulnerable populations. Through training and technical assistance, research and evaluation, and web-based communications, C4 applies knowledge of best practices in human service delivery to real world settings in the areas of housing and homelessness, behavioral health and recovery, trauma, and other issues our staff cares about deeply.

C4 is committed to creating and maintaining a diverse workforce. We actively encourage applicants from minority racial and ethnic backgrounds, as well as historically marginalized groups; this includes but is not limited to lesbian, gay, bisexual, queer/questioning, and other sexual orientations, people living with disabilities or mental health conditions, and lived experiences of homelessness or recovery from substance use disorder. C4 is an affirmative action-equal opportunity employer.

C4 is seeking a motivated individual with basic training and interest in communications and marketing in the human services context to support our Director of Communications for 20-30 hours per week. This is a paid internship.

Responsibilities:

- Assist in developing and implementing content and digital marketing strategies.
- Participate in creating digital and print materials.
- Support website, social media, podcast, event, blog, and email activities.
- Participate in internal communications tactics.
- Other related duties as needed by the Director of Communications.

Requirements

- Pursuing a Bachelor's or Master's degree in communications, public relations, or marketing with an interest in human services, social work, sociology, psychology, or related field.
- Previous job or internship experience in communications, marketing, or public relations preferred.
- Effective, professional written, oral, and interpersonal communications skills.
- Self-motivated, strong organizational skills, and detail-oriented.
- Ability to prioritize, multi-task, and meet deadlines in a fast-paced, team-based environment with high expectations.

- Experience with WordPress and HubSpot platforms preferred.

Location: The Center for Social Innovation's main office is in Needham, Massachusetts. We also have employees living across the U.S. This position is a Massachusetts-based position.

Salary: This position will receive \$12-\$14 per hour.

To Apply: Please send a cover letter and resume with "Internship, Communications & Marketing" in the subject line to Human Resources at apply@center4si.com.