



2023 Summer Program Intern (2 positions open)

Overview

A summer internship with the Social Innovation Forum (SIF) is a great way to build the skills, networks, and experience you need to pursue a career in the nonprofit and philanthropic sectors, particularly in the Greater Boston area. Each year, our summer interns play a critical role in recruiting and evaluating the 50+ nonprofit organizations that apply for the Social Innovator Accelerator program. Interns are exposed to a wide range of local organizations, get to know local nonprofit leaders, and learn a tremendous amount about Greater Boston's most challenging social issues – and the most innovative approaches to solving them.

- Timing: 10 weeks, from mid/late May – July 2023 (exact dates negotiable)
- Salary: SIF is committed to ensuring that interns receive a total of \$5,000 for 10 weeks through a combination of college/university funding (where applicable), other external internship program funding (where applicable), and/or direct wages from SIF
- Application Deadline: Rolling until filled

Summer interns must be based in Massachusetts. We anticipate that this internship will have a hybrid format with some work in our downtown Boston office and some remote work, but this may shift depending on the ongoing COVID-19 pandemic. Additionally, we require that anyone working in our office provide proof of vaccination against COVID-19. .

WHO WE ARE:

The Social Innovation Forum (SIF) founded in 2003 brings together nonprofits, philanthropy, government, and business to support the spread of emerging social innovations in Greater Boston. SIF creates positive social change in Greater Boston by engaging leaders, strengthening organizations, and building networks. To date, the Social Innovation Forum has directed more than \$52 million in cash and in-kind services to more than 130 portfolio organizations. SIF does this by:

- Engaging and informing funders and investors so they can direct resources most effectively.
- Educating and supporting leaders of nonprofit organizations and social impact businesses so they can deliver the most effective solutions to social issues.
- Making connections and building relationships across diverse communities so people can help each other generate significant social change.



ABOUT THE POSITION:

The Social Innovation Forum is seeking two full-time Program Interns to join its team. The Program Intern will have the unique opportunity to interact with nonprofit Innovators, business leaders, philanthropists, and a range of other partners in the social innovation field. This position offers the chance to take on meaningful, varied projects and to further one's professional development through organized skills training sessions and the work itself. The Program Intern will be one of a team of two such interns working together conducting research on social impact organizations in Greater Boston, doing outreach to nonprofit leaders and potential applicants to the Social Innovation Forum's flagship Social Innovator Accelerator, managing and evaluating applications, and planning and handling logistics for meetings and events. There may also be opportunities to create email-marketing materials, design and update web and social media content, or craft another special project with SIF staff members, depending on interest, need, and ability.

WHAT WE ARE LOOKING FOR:

For this role, we are looking for a motivated and detail-oriented team member who is eager to work and to learn in a fast-paced environment. The ideal candidate will be comfortable managing multiple projects and deadlines, and they will have the maturity and flexibility to work successfully with a variety of colleagues and constituents. Strong communication and organizational skills are also critical to this role.

As our summer interns recruit a diverse array of nonprofit organizations for our Accelerator program and support them through the application process, candidates who have knowledge of and connections to various communities/neighborhoods/networks within Boston and Greater Boston are especially encouraged to apply.

RESPONSIBILITIES:

- Research three social issues and perform market scans of nonprofits working on these issues
- Conduct outreach via phone and email to nonprofit leaders and potential applicants to the Accelerator program
- Read and evaluate applications of 25+ local nonprofits
- Support application review meetings with internal and external stakeholders
- Help coordinate the logistics of Social Innovation Forum meetings and online events, such as information sessions for applicants
- Serve as primary contact with local nonprofit leaders, issue experts, and others in the SIF community
- Perform other administrative support tasks as needed
- Design and lead an independent project related to SIF work



SKILLS & EXPERIENCE:

The Social Innovation Forum has an interest in helping to build a diverse talent pipeline for the Greater Boston nonprofit community through our summer internship program. For this reason, we prioritize the following skills and experience in our application process:

- Interest in, knowledge of, and/or experience with nonprofit organizations. *We are particularly interested in candidates in their later years of college who are planning to pursue careers in the social sector. Experience with nonprofit organizations can include experience as a program participant / user of services, volunteer, intern, employee, or other relationship.*
- Knowledge of and connection to diverse communities in Greater Boston is highly desired as this internship involves outreach to community groups and nonprofit organizations. *Candidates who are local to Greater Boston are especially encouraged to apply.*
- Strong communication and interpersonal skills, including excellent phone manner, and an ability to build relationships with people of different backgrounds.
- Desire to learn and grow as a team member in a dynamic organization.
- Excellent organizational skills and attention to detail; self-motivated and self-directed.
- Ability to manage multiple projects/tasks efficiently.
- Flexibility with regard to priorities and deadlines.

-----EQUAL OPPORTUNITY EMPLOYER-----

SIF is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services. Knowing its importance to the success of our work, SIF is committed to diversity and inclusion, and we aspire to build a diverse staff team and community, including groups that are traditionally underrepresented among our sector leadership.

TO APPLY

To apply for this position, please complete the online [application form](#). Deadline is rolling until positions are filled. If you have any questions, please contact Program Manager, Sarah Dingee at sdingee@socialinnovationforum.org.