



July, 2017

## Mel King Institute Intern Job Description

The Mel King Institute for Community Building fosters vibrant and thriving Massachusetts communities by advancing the skills, knowledge and leadership ability of professional practitioners and volunteer leaders in the community development field. We are a program of the Massachusetts Association of Community Development Corporations (MACDC), an association of mission-driven community development organizations dedicated to working together and with others to create places of opportunity where people of diverse incomes and backgrounds access housing that is affordable, benefit from economic opportunities and fully participate in the civic life of their community.

### **Description of Internship Position:**

The Mel King Institute Intern will support several sub-programs at the Institute, including the Alliance for Racial Equity's, Undoing Racism partnership and programming. The Alliance is a coalition of community development organizations and practitioners dedicated to increasing racial equity with the leadership of the professionals in our field. The Intern will also work closely with MKI's newest initiative, the Public Housing Training Program, as we build the program from the ground up. This emerging training program is designed to help public housing residents participate more meaningfully in the oversight of their housing developments.

We welcome students interested in a school year internship. The intern should be available to work between 8 and 12 hours per week from September, 2017 to June, 2018.

### **Required Skills/Experience:**

- College or graduate-level students preferred
- Commitment to social justice, community development, and racial equity
- Detail-oriented, and thorough
- Organizational skills
- Strong people skills
- Independent worker and a team player
- Attended an Undoing Racism by the People's Institute a plus

### **Duties:**

- Coordinating the Alliance/ Undoing Racism partnership including: partner meetings, ReGroup sessions, forums and managing communications.
- Build and maintain digital resources and social media for Alliance

- Brainstorm and implement programming to support the peer-to-peer Resident Board Member Network, such as holding videoconference conversations
- Provide logistical support for Public Housing trainings, including mailings and materials preparation

**Stipend:**

We provide stipend based on experience level and prefer to work with financial aid or work-study funding, if available. Interns will have access to trainings offered at The Mel King Institute for Community Building (<http://www.melkinginstitute.org/>).

**To Apply:**

Email resume and cover letter (either as Word or PDF attachments) to:  
Shirronda Almeida, MKI Director, MACDC, 15 Court Square, 6th Floor, Boston, MA 02108  
[e-mail:Shirrondaa@macdc.org](mailto:Shirrondaa@macdc.org)

No phone calls please. We will review applications on a rolling basis. Interested applicants are encouraged to apply by September 1, 2017.

*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.*