4 Faneuil South Market Building
Floor 3, Suite 4005

 Boston, MA 02109

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**Project Citizenship Development Internship**

**Background:**

Project Citizenship has one mission:  to educate immigrants about the benefits of citizenship, and to help eligible, legal permanent residents to overcome barriers to naturalization.

Project Citizenship provides free assistance to legal permanent residents who seek to become U.S. citizens.  Project Citizenship and its partner organizations offer regular citizenship workshops in Massachusetts, Rhode Island and New Hampshire. In addition, Project Citizenship partner organizations provide civics and English instruction.

Project Citizenship began as the Greater Boston Citizenship Initiative, a collaboration of community partners in Massachusetts seeking to increase naturalization rates in Massachusetts. The initiative was created by a committed group of immigrant, community-based, and direct service organizations to educate immigrants about the benefits of citizenship and to provide the services and resources necessary for eligible permanent residents to overcome the barriers to naturalization.

**Job Title:**

Project Citizenship Development Intern (Unpaid Volunteer Position)

**Location:**

4 Faneuil South Market Building

Floor 3
Boston, MA 02109

**Key Responsibilities:**

1. Assisting with development and fundraising, as well as communications.
2. Working closely with the Director of Development to research individual, foundation, and corporate giving opportunities and draft grant applications;
3. Work to draft high quality brochures to distribute to volunteers and potential donors using design tools like InDesign;
4. Increasing traffic to social media outlets and website, as well as monitoring Google Analytics; and;
5. Other miscellaneous duties as requested by office staff such as handling thank you letters, logging donations in SalesForce, data entry, etc.
6. Working closely with the program team to screen and schedule clients; maintain and update records, files, and case notes of all citizenship applicants;
7. Providing support during citizenship workshops.

**Reports to:** Director of Development

**Length of Appointment:**

The Project Citizenship Intern will serve for a minimum of 2.5 months, at least 15 hours per week.

**Qualifications:**

1. Outstanding interpersonal, organizational, written and verbal communication skills;
2. Ability to work well with people of diverse backgrounds;
3. Adequate knowledge of Microsoft Suite;
4. Experience and/or knowledge of Salesforce desirable;
5. Capability to work independently and within a team setting;
6. Strong willingness to take initiative and be creative;
7. Interest in nonprofit development and/or nonprofit management.

**How to apply:**

Please e-mail your resume and cover letter with the subject “Project Citizenship Development Intern Application” to info@projectcitizenship.org.