



### **Intern Roles and Responsibilities**

Intern roles are provided to guide the course of the internship program and tether intern responsibilities to our core mission. These responsibilities and outcomes may vary and overlap depending on circumstances and are not meant to limit the scope of MWPC's internships in any way. Interns should be prepared to take on duties and may receive outcomes from each role listed. The program may include group outings and projects outside of scope of interest.

#### **Media & Communications (min. 10 hour per week):** (Capacity: 4 interns)

**Responsibilities:** Design graphics, event invitations and other media, draft social media posts with a focus on online engagement. Create and push out events via social media. Draft emails for MWPC and candidates, campaign materials for supported candidates, and press releases for MWPC as needed. Create content and maintain MWPC blog. Other responsibilities will be assigned on an as-needed basis.

**Outcomes:** Intern(s) will learn to use social media as an engagement tool, write with candidate voice or using organizational message, and create attractive and consistent media. Intern(s) will gain skills utilizing email communication tools, and the ability to write in various styles ranging from informal blog content to press release format. Intern(s) will gain an understanding of effective political advocacy and non-profit organizational structure.

#### **Research & Data Management (min. 10 hour per week):** (Capacity: 2 interns)

**Responsibilities:** Take responsibility for timely and accurate data entry as needed. Intern(s) will research upcoming legislation, major fundraising donors, award nominees, and conduct candidate and field research. Intern(s) will research venues and vendors for MWPC



events, and provide technical and logistical support at events. They will use historical data to provide clear information on trends across the Commonwealth. Other responsibilities will be assigned on an as-needed basis.

**Outcomes:** Intern(s) will develop organization and tracking skills, and learn to manage competing priorities in an office setting. Intern(s) will develop the basic research skills as related to fundraising and candidate endorsements. Intern(s) will develop the ability to conduct research and utilize various media sources. Intern(s) will learn to assist in planning and executing a variety of events ranging in size, formality, and purpose. Intern(s) will gain an understanding of effective political advocacy and non-profit organizational structure.

**Organizing & Outreach (min. 10 hour per week):** (Capacity: 4 interns)

**Responsibilities:** Provide candidate support during election seasons, including: recruiting volunteers and voter outreach. Participate in outreach to candidates to facilitate endorsement process; attend endorsement interviews and take notes. Provide support for key MWPC events. Other responsibilities will be assigned on an as-needed basis.

**Outcomes:** Intern(s) will learn about each aspect of campaigning. Intern(s) will gain an understanding of effective political advocacy and non-profit organizational structure, and learn to facilitate a PAC endorsement process. Intern(s) will gain valuable event planning and facilitating skills. Intern(s) will learn basic volunteer management skills.

**Regional Committee Support Intern (Remote) (min. 10 hour per week):**

(4 region, Capacity: 1 intern for each region)



**Responsibilities:** Provide support to the MWPC Regional Committees: Berkshire Committee, North Shore Committee, South Shore Committee, and Worcester Committee. Provide regional committee candidate support during election seasons, including: recruiting volunteers and voter outreach. Participate in outreach to candidates to facilitate endorsement process; attend endorsement interviews and take notes. Provide support for key MWPC regional committee events. Other responsibilities will be assigned on an as-needed basis.

**Outcomes:** Intern(s) will learn about each aspect of campaigning. Intern(s) will gain an understanding of effective political advocacy and non-profit organizational structure, and learn to facilitate a PAC endorsement process. Intern(s) will gain valuable event planning and facilitating skills. Intern(s) will learn basic volunteer management skills.