

City of Boston
Mayor's Office for Immigrant Advancement (MOIA) Spring Semester Internship

About The Mayor's Office for Immigrant Advancement

The Mayor's Office for Immigrant Advancement (MOIA) was created in 1998 as the Mayor's Office of New Bostonians. Our mission is to strengthen the ability of immigrants and Boston's diverse cultural and linguistic communities to fully participate in the economic, civic, social, and cultural life of our great City. We also work to promote the recognition and public understanding of immigrant contributions to Boston.

Internship Available:

Communications Intern (1)

Positions Description:

Communications Intern-

We are seeking an energetic, creative and committed intern to join our team in the new year (2022) from January 2022 to June 2022. This is a great opportunity for anyone who is passionate about equity and raising awareness on critical city and community resources to support our immigrant communities. MOIA is active on social media (Twitter, Facebook, and Instagram), maintains a website (boston.gov/immigrants), and issues a weekly e-newsletter. This intern will work with our Communications Manager on various projects and learn about communications work within city government.

Responsibilities May Include:

- Write posts for social media and our weekly e-newsletter
- Support communications with immigrant-serving media outlets in Boston
- Support strategic communications strategy for MOIA's initiatives
- Assist in the updating and maintenance of MOIA's website
- Design clear engaging graphic communications for digital and print
- Creating branded promotional materials, posters, flyers, website, social media posts, and other marketing materials as needed.

Skills:

- Strong oral and written communications skills. A writing sample will be required.
- Experience with photo and graphic editing applications such as Canva and Photoshop
- Highly organized and self-motivated with demonstrated ability to prioritize multiple projects
- Strong attention to detail
- Computer literacy and proficiency with Google Suite and social media platforms
- Bilingual in English and another language is a plus

The Communications intern will report directly to the Strategic Communications Manager.

Schedule and Compensation:

- January 2022 - June 2022
- Flexible start/end dates – can accommodate an academic or work schedule
- A minimum commitment of 15 hours per week is required.
- This is an unpaid position (internship for college credit, reference and portfolio growth)
- A monthly stipend of \$90 is provided

Bilingual/Bicultural individuals are strongly encouraged to apply.

To Apply:

Please email a resume, cover letter and writing sample to:

Agnes Chang

Email: agnes.chang@boston.gov