



## Jewish Family Service of Metrowest

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### **Commonweath Creative (CCA) and Jewish Family Service of Metrowest (JFS) create unique internship opportunity based in Framingham, Massachusetts!**

CCA and JFS seek a marketing-communications intern to develop/execute public relations/marketing/social media strategies and activities at a vibrant community-based nonprofit agency. In this unique internship, you will work directly with the staff of the non profit to execute its strategic communication and marketing plan while at the same time receiving guidance from communication professionals at a full-service MARCOM firm.

You will execute timely implementation of a broad range of public relations, communications, marketing, research, media and administrative activities. This communications role involves engaging in the development of a favorable image of JFS in the eyes of the public, customers, philanthropic donors, stakeholders and media. You will also help human service professionals and volunteer leaders to strengthen their communication and marketing skills.

Responsibilities include assisting with the following efforts:

- Maintaining and strengthening content on the JFS web site
- Developing social media strategies, including writing postings and blogs for social media
- Implementing search optimization strategies tied to business objectives
- Managing and writing content for e-newsletters
- Marketing agency programs
- Writing press releases, developing/distributing press materials, contacting media outlets
- Creating media lists and editorial calendars, maintaining press clip files
- Creating Word, Excel and PowerPoint documents
- Creating graphic design for agency materials (such as using InDesign software)

This will be a school-year-long internship with a stipend attached to it. Hours for the internship will be approximately 16 to 20 hours per week. We would also consider starting the internship during the summer and continuing it through the school year.

Depending on the school and its requirements, the internship can be organized to also earn course credit for the internship, as appropriate.

Please email a cover letter and resume to:

Marc Jacobs, LICSW  
Chief Executive Officer  
Jewish Family Service of Metrowest  
[mjacobs@jfsmw.org](mailto:mjacobs@jfsmw.org)