



# INTERNSHIP OPPORTUNITIES

2021-2022 | Boston/Remote

Chica Project (CP) is a nonprofit organization comprised of diverse leaders, professionals, and volunteers throughout Massachusetts. Our network of accomplished multicultural women empower girls to recognize their strengths and build the self-efficacy needed to embark on pathways to economic success. To learn more about CP visit [chicaproject.org](https://chicaproject.org).

## MARKETING AND COMMUNICATION

CP is looking for two Marketing and Communications (M&C) Interns to manage the organization's online presence and communication for programs, fundraisers, and events. M&C interns will have direct impact of CP's marketing campaigns and social media. Reporting to the Executive Director, successful candidates will work closely with the M&C team to effectively brand and promote the organization.

## FINANCE

CP seeks a Finance Intern that will support the finance team in the preparation of financial reports, financial planning, and management of the accounting operations. The successful candidate will want to grow in the areas of nonprofit financial management, reconciliation of accounts, and audit compliance.

## DEVELOPMENT

CP seeks a Development Intern to support the Data & Development team with seeking, screening, and applying to values-aligned grant opportunities. Reporting to the Associate Director, the successful candidate will contribute to grant reporting and enhance the grant management process.

## YOUTH PROGRAMMING

CP seeks two youth programming interns to help execute CP's core programming. Successful candidates will support the operations and expansion of CP's Peer Leader and Community and School-Based programs. Reporting to the Sr. Program Manager, these individuals will work closely with program fellows, community partners, youth participants, and volunteers to ensure high quality facilitation of CP's curriculum.

## DATA MANAGEMENT

CP seeks a Data Intern that will support the Data & Development team with program data collection, data analysis, and management of CP's Network Mapping. Reporting to the Associate Director, the successful candidate will contribute to CP's data-focused partnerships and implement successful storytelling through data practices.

## BENEFITS

- College Credit (where applicable)
- \$1,000 stipend
- Professional development support
- Annual end of the year gratitude bonus
- Flexible work from home schedule
- Unlimited menstrual leave for people with uteruses

**INTERESTED?**  
**LEARN MORE HERE**

We strongly believe that diverse experience, perspectives, and background lead to a better environment for our team and community. We are proud to foster a workplace that prohibits discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.



# FELLOWSHIP OPPORTUNITIES

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## MENTOR PROGRAM (MP) FELLOW

CP seeks a Mentor Program Fellow to co-develop and execute mentor program for its second year. The successful candidate will act as lead liaison for mentors, enhance system and processes, and implement strategic goals for sustainability and scalable success for mentor program. Reporting to the Senior Program Manager, this fellow will foster community amongst mentors, launch resource sharing initiatives, and co-create program goals.

## NETWORK MANAGEMENT FELLOW

CP seeks a Network Management Fellow to act as the point of contact for CP's greater network including previous, current, and prospective community partners. Reporting to the Associate Director, the successful candidate will spearhead CP's Network Mapping project. Along with the data and development team, this individual will implement innovative practices to ensure efficiency and sustainability in the network management process and the upkeep of the network database.

## YOUTH PROGRAMS FELLOW

CP seeks a Youth Programs Fellow to lead the strategic execution of CP's peer leader, school-based, and community-based programming. Successful candidates will support the operations and expansion of CP's programs. Reporting to the Sr. Program Manager, the successful candidate will work closely with program interns, community partners, youth participants, and volunteers to ensure high quality facilitation of CP's curriculum.

## BENEFITS

- College Credit (where applicable)
- \$1,400 stipend
- Professional development support
- Annual end of the year gratitude bonus
- Flexible work from home schedule
- Unlimited menstrual leave for people with uterus
- Possibility to continue employment with CP after a full evaluation and assessment

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