



## Nonprofit Communications Intern Opportunity

**Do you love marketing communications and storytelling? Are you passionate about supporting an organization that makes an impact on the lives of older adults in Greater Boston?**

The Boston-based nonprofit, FriendshipWorks, has been working to end social isolation for older adults in Boston for over 40 years, and is seeking a Volunteer Marketing and Communications Intern to help tell the story of the organization and its mission through multiple marketing channels. The stories of our program participants, volunteers, and donors are critical to our print, digital, and social media, as well as to grant narratives to help support the work we do.

This part-time, unpaid Internship is for any time now through the end of Summer 2026. Based in Boston, this position is a combination of virtual/remote and in-person and provides meaningful, practical, on-the-job training, mentorship, as well as a resume and career-building experience.

Upon completion of their work, the intern will have a chance to build/add a collection of stories and other digital assets to showcase as professional writing samples in their portfolio. We are also happy to work with the intern and faculty/advisors for this project to count as college credit(s) if applicable. Hours are flexible - approximately 10-15 hours per week (primarily virtual) - can start immediately (March 2026) or plan for the spring/summer. The intern should be comfortable with conducting in-person, onsite interviews as well as virtual (Zoom or Google Meet) meetings. They should also be open to accepting feedback such as rewrites, edits, and suggestions, to help them hone their skills and become a stronger writer.

**Primary Purpose:** The Marketing and Communications Intern will support FriendshipWorks' Marketing and Communications Strategist in curating, editing, and publishing creative content for all marketing, public relations, and social media strategies. This communications internship position could include interviewing program participants, volunteers, board members, funders/donors, staff or others who engage with the FriendshipWorks mission, and compiling narratives to be featured in a variety of channels both online and print. Some of the work may involve making occasional onsite visits (in Boston area) accompanied by staff to interview participants. In addition to recording, writing, and digesting stories for multiple uses, the intern could potentially use graphics, photography/still photos as well as video recordings. (video editing experience a plus)

**Duties and responsibilities include, but are not limited to:**

- Working under the direction of the Marketing and Communications Strategist at FriendshipWorks, the Intern may be required to help coordinate and schedule

interviews (either in person or virtual) with older adults, volunteers, partners, donors, or other constituents who have engaged with the FriendshipWorks mission.

- Document and record all conversations, observations, experiences, quotes and testimonials.
- Draft compelling narratives from interviews that showcase the personal experiences and impact that our organization has had as they reflect on their journeys with our mission.
- Ensure all content is on brand and has been accurately researched and reported, (and to AP conventional standards of journalistic quality and house style).
- Submit all content/profiles/story drafts within established deadlines as directed by the Marketing and Communications Strategist. Make edits and improvements based on corrections, story flow, and rephrasing suggestions.
- Edit and rewrite content pieces for different platform requirements, such as website, social media, media pitches, newsletters, and other digital and print communications

### **Qualifications:**

- Currently studying marketing, communications, PR, journalism, English, creative writing, social media, or related studies
- A creative thinker who possesses excellent communication and writing skills and is proficient at emotionally resonant storytelling to convey the FriendshipWorks mission
- The Intern should be familiar with different content platforms including blog, social media posts, video script, or email newsletter, and be able to tailor the narratives to fit the medium and engage readers
- Ability to work independently and manage high-detail, deadline-sensitive projects with professional quality - attention to detail and organizational skills a must
- Team player attitude, demonstrated by being flexible and responsible as well as being a self-starter
- Working knowledge of Microsoft Office or Google platform equivalents. Comfortable with Canva and/or video editing tools a plus, but not required
- Being bilingual in Spanish a plus, but not required

Please send a letter of interest and three writing samples that demonstrate your command of language, readability, and versatility of tone, style and voice to: Laura Willis at [lwillis@fw4elders.org](mailto:lwillis@fw4elders.org). You are also encouraged to visit [fw4elders.org](http://fw4elders.org) to learn more about the FriendshipWorks mission and the inspiring work you would be doing as a member of our team!

Note: Because you will be interacting with older adults in our programs, permission to do a background check will be required.

### **Here's what some of our interns had to say about their experience at FriendshipWorks:**

*"I wrote multiple stories about the participants, volunteers, and supporters who have been impacted by FriendshipWorks and left their own mark on the*

*organization...I've been so grateful to play a role in celebrating such an important resource in the Boston community! ...As I prepare to graduate, I'm excited to bring the skills that I've sharpened at FriendshipWorks to the beginning of my professional career!" - Ella*

*"I have a strong connection to a lot of older adults in my family and have witnessed how some of them have become somewhat isolated. This opportunity allowed me to feel like I was giving back to them, and I learned that it's not hard to find something that you can do to make a difference. This organization and its staff have a warm and welcoming energy." - Nick*

*"I came in with writing experience from the journalism side and this internship gave me the opportunity to look at storytelling from a different perspective. I loved getting to know the people who participate in FriendshipWorks programs and being able to tell the story of how these friendships have impacted their lives."  
-Amanda*