



Fall Internships at the West End Community Center

The West End Community Center is an independent non-profit community center serving those people who reside and work in the West End of Boston and nearby neighborhoods.

Programming Intern

The programming intern will serve as the interim chair of the programming committee for the fall. He or she will schedule and facilitate a monthly meeting, perform program evaluations, work with the committee to develop new programming, and implement marketing strategy to promote current programs. This is a great opportunity for someone who is interested in project management and the non-profit field. The programming intern will work closely with and report to the Executive Director. Interested candidates please send resume to Amy Ericson via email at ae@westendcommunitycenter.com

Fundraising Intern

The fundraising intern will work with the fundraising committee to plan the November fundraiser. He or she will work with the graphic designer to send a save the date card and invitations, catalogue silent and live auction items, write descriptions of the items, send thank you notes and assist in promoting the event. This is an excellent opportunity for someone who is highly motivated, interested in donor cultivation and event planning. The fundraising intern will work closely with the Treasurer and report to the Executive Director. Interested candidates please send resume to Amy Ericson via email at ae@westendcommunitycenter.com

Youth Programming Intern

The youth programming intern will manage the youth drop in program for 9-15 year olds as it transitions from Sundays to Tuesday and Thursdays. He or she will also work in developing and implementing the fall curriculum. The ideal candidate has experience working with youth in the capacity as a camp counselor, coach, or mentor. The youth programming intern will work closely with and report to the Executive Director. Interested candidates please send resume to Amy Ericson via email at ae@westendcommunitycenter.com