



DEVELOPMENT AND IMPACT MEDIA INTERNSHIP

September 2026 - December 2026

[On-site or Hybrid Opportunity, 8 to 10 hours a week, *Unpaid, Opportunity for School Credit*]

Raising a Reader Massachusetts (RAR-MA, Inc.) is seeking a professional, detail oriented and organized Development and Impact Media Intern. This is a great opportunity for a student wanting to learn and gain professional experience in fundraising essentials and work alongside the Development team to create, collect, edit, and share media highlighting the work and mission of the organization such as impact stories, family resources, storytimes, and more. This position requires the candidate to work on-site in our office in Boston's Financial District, in-person at scheduled interviews, and remote as needed. This is an excellent opportunity for candidates wanting first-hand experience as an impactful storyteller to help audiences learn about and support our organization. This internship will start in September 2026 and conclude in December 2026, with the option to extend the role to May 2027. This is an unpaid internship, **but we will provide what is needed by your institution to allow for class credit/work study status.**

Raising a Reader Massachusetts (RAR-MA) is an early literacy family engagement organization with a mission to close the literacy opportunity gap among children from birth to age six in under-resourced communities by helping families to develop and practice shared home reading habits. RAR-MA's goal is to equip all parents and caregivers to become their child's first teachers, thereby eliminating the opportunity gap that impacts success in their child's K-12 school experience and beyond. Its two primary objectives are to develop children's language and reading readiness skills and to teach families how to build, practice, and grow reading routines with their children.

Responsibilities

- Work closely with the Development team to manage the storytelling form
- Conduct outreach and schedule interviews with the submitted contacts from the storytelling form
- Aid the Development team in interview prep, recording, and editing of the media files (video, audio, transcripts, etc.)
- Help with the planning and sharing of the impact media internally and externally on our various platforms with the Dev. Comm. Manager
- Strategize new ways our team can utilize the content we have, propose new ideas for content we can create and help the team implement the ideas
- Support the Development team in general administrative tasks such as but not limited to:
 - Contribute to marketing and communications projects like our monthly newsletter and social media
 - Assist in the planning, proofing, and mailing of major appeals (fall and spring)
 - Aid in the correspondence and preparation of materials for events

Qualifications

- Currently enrolled in an undergraduate or graduate program
- Excellent interpersonal, organizational, verbal/written, and computer skills
- Ability to work independently and proactively as part of a team in a fast-paced environment



- Familiarity with Canva, Adobe Creative Suite, or comparable platforms to create, edit, and share both digital and print materials
- Proficiency with Google Workspace and Microsoft Office Suite
- Familiarity with email marketing software (ConstantContact)
- Experience with social media platforms (Instagram, Facebook, LinkedIn, etc.)
- Bonus (Not required): Conversational in Spanish

To apply, please email a cover letter and resume to nina@raisingareaderma.org. Please no phone calls. Raising a Reader MA is an equal opportunity employer.