



## Fenway Community Development Corporation Spring 2012 Internship or Work Study Opportunity

Fenway CDC is a membership organization that works to achieve greater residential stability and diversity in the Fenway neighborhood. We engage residents in community planning, develop affordable housing, and advocate for community services primarily aimed at meeting the needs of seniors and low- and moderate-income residents.

### **SPECIAL EVENTS INTERN(S)**

Fenway CDC seeks 1 to 2 intern(s) to help plan and implement special events. Interns will be provided with direct supervision from experienced staff as they contribute their energy and skills to our work.

**The Peterborough Center will hold its Second Annual Walk-a-thon in May 2012.** A program of the Fenway CDC, the Peterborough Senior Center (PSC) serves senior citizens in the Fenway community. The Center offers a wide range of health, social, and education programs. The Walk-a-thon involves participants from the neighborhood of all ages and walks of life, with the seniors from PSC at the core. At the first walk, we were accompanied by Berklee musicians and we hope for more student participation in 2012. The Walk helps to publicize the needs and abilities of seniors.

**Our job placement & resident services program, Walk to Work, will hold its first “Jazz for Peace” fund raiser on April 28, 2012.** Since its founding in 1994, Walk to Work has placed over 300 local residents into career-ladder jobs, many of them in the Longwood Medical Area and with other local employers. In addition to job placement assistance, we offer career counseling and referrals for services including childcare, job training, GED, ESOL, and housing. Jazz for Peace ([www.jazzforpeace.org](http://www.jazzforpeace.org)) holds fund raisers around the world featuring jazz musician Rick DellaRatta.

### **The Special Events Intern(s) will help with the following tasks:**

1. create and implement schedule and work plan for the special event(s)
2. work closely with Fenway CDC staff and consultants, such as Jazz for Peace
3. research and develop an extensive list of seniors and other residents, students, neighboring institutions, businesses, and agencies as potential donors and participants
4. develop outreach materials / invitations and conduct outreach to residents, businesses & institutions
5. develop a media contact list for publicizing the event(s)

### **Requirements:**

- Interest in issues pertaining to seniors and low-and moderate-income residents
- Interest and/or experience in special events planning and/or community outreach
- Can commit 10 to 20 hours per week for at least 10 weeks.
- Can volunteer at least one of the following days/hours: Tue, Wed, &/or Thu 9:30 am – 4:30 pm

### **TO APPLY:**

Send an email to Sarah Horsley at [shorsley@fenwaycdc.org](mailto:shorsley@fenwaycdc.org), that includes the following:

- your resume as a Word attachment
- why you are interested in this internship or work study position at the Fenway CDC
- the date you would be available to start and days and times you would be available each week.

For more info: (617) 267-4637 ext. 19 ♦ [shorsley@fenwaycdc.org](mailto:shorsley@fenwaycdc.org) ♦ [www.fenwaycdc.org](http://www.fenwaycdc.org)