



ECCSW Intern Recruitment

Terms of Reference

Position Title:	ECCSW Executive Intern
Dates of Internship:	August 2024 - June 2025
Location:	Virtual, with occasional in-person events
Number of Hours Per Week:	<5 hours / week
Rate of Pay:	\$1,600 stipend
Number of Positions Available:	1

Position Summary:

The Essex County on the Status of Women (ECCSW) was created in 2010 to support the women and girls of Essex County, achieve full equality in all areas of life, and promote their rights, responsibilities, and voices. ECCSW is part of the Massachusetts Commission on the Status of Women and joins 10 other regional commissions around the State to represent and amplify the voices of women and girls in Essex County

ECCSW is recruiting an intern at the undergraduate, graduate, or post-graduate level to 1) Support the Commission in its work towards advocating for legislative priorities that improve the lives of women and girls in Essex County in Massachusetts, and 2) Lead engagement on the Ginsburg Initiative-- a new young women's council created in Fall 2022 to give voice to young women in Essex County. This internship is ideal for a student interested in public service, gender equality, advocacy or event planning, and can support ECCSW on policy development and digital marketing. The term runs from August 2024 to July 2025.

The responsibilities for this internship include:

- Guiding the Ginsburg Initiative, which includes facilitating monthly meetings, organizing recruitment for new vacancies, and maintaining a book club focused on issues pertaining to young women.
- Assisting with event planning around the Ginsburg Initiative and other ECCSW events.
- Drafting ECCSW and Ginsburg Initiative marketing materials, disseminating advertisements, tracking event/program attendance, and working with speakers to address any logistical issues, etc.
- Building a database of contacts for ECCSW to strengthen the networks with other like-minded organizations.

- Attending monthly ECCSW meetings virtually and providing any additional support when/if needed (e.g., note taking, logistical support, etc)

Intern qualifications include:

- Ability to work in a fast paced environment while managing several projects.
- Demonstrated ability to lead projects and meet deadlines.
- Strong research, writing, organization and communication skills.
- Ability to work effectively in a virtual setting, stay organized, and have good attention to detail.
- Have access to personal computer and internet connectivity.
- Demonstrated interest and commitment to issues pertaining to women and girls in Massachusetts including leadership development, mentorship, education, safety from harm and violence, and economic security.

How to Apply:

Applicants are required to submit a cover letter and resume to EssexCSW@mass.gov by Wednesday, July 31, 2024. We will contact interested candidates for a Zoom interview. Offers will be made by August with the internship scheduled to begin shortly thereafter.. For questions about this internship opportunity, please contact EssexCSW@mass.gov.

For more details on ECCSW please see

<https://masscsw.org/about/regional-commissions/essex-county/> and
<https://www.facebook.com/EssexCountyCommissionOnTheStatusOfWomen/>