



SOCIAL CHANGE INTERNSHIP

**we're seeking
passionate
change agents**



Metropolitan Group
the power of voice

METROPOLITAN GROUP



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About Metropolitan Group

Are you looking to join a group of change agents working to understand and advance ways of creating a society where everyone thrives? Metropolitan Group (MG) is on a mission to foster a more just and sustainable world, and we are looking for Social Change Interns for the summer of 2020. MG is a full-service, strategic and creative agency that builds the power of voice and resources of the people, organizations and communities that drive social change. Since 1989, we've worked exclusively on behalf of social purpose, mission-driven organizations—some of the world's leading nonprofits, foundations, public agencies and socially responsible businesses. The majority of our work is providing strategic communication for social change strategy and implementation: 1) designing and implementing full-scale communication campaigns (from research to evaluation) that motivate enduring changes in behaviors, practices, policies and systems, and 2) building the capacity of organizations, networks and coalitions to advance change. We are a certified B Corp and have been recognized by the independent non-profit B Lab as being one of the top 10 percent of companies worldwide for social impact. Metropolitan Group has offices in Chicago, Portland, Ore., San Francisco and Washington, D.C., and a sister company, Impacto Social Metropolitan Group, in Mexico City, Mexico.

We offer a range of services within three integrated practices:

- **Strategic Communication:** stakeholder-engaged research, public will building, social marketing campaigns and impact branding.
- **Multicultural Engagement:** customized strategies and tools designed with cultural context, language nuance and literacy levels co-created in communities most impacted by the issues addressed
- **Organizational Strategy and Innovation:** strategic planning, change management, experience design, organizational capacity building

Position Summary

Our internship program provides the opportunity to gain experience working in an agency setting. This program offers interns the ability to work alongside a multitude of teams, including client project teams, new business development, human resources, finance, digital and the design teams at MG. You do not need communication or creative agency experience to be an intern, we will teach you.

We will work with selected interns to develop a meaningful work opportunity that aligns to interests and experience of each candidate. Join us to work alongside communication specialists, researchers, narrative change experts, equity and inclusion leaders, former foundation and nonprofit staff members, innovators in design and digital engagement, and more.



social change internship

What do Social Change Interns do?

Interns have an opportunity to learn and participate in a variety of projects and teams. We will work with you to create an experience in alignment with your skills and interest. Below we listed a examples of responsibilities previous Social Change Interns supported at MG.

- Analyzing data and information to synthesize findings and develop recommendations; drafting findings reports
- Providing project assistance, including, but not limited to research, writing (reports, letters, research analysis, etc.), work plan development, scheduling, coordination, on-site event coordination, etc., note taking, dictation/transcribing and word processing
- Conducting research, including sourcing information, market assessments, developing and implementing online surveys, supporting qualitative focus groups
- Serving as a member of a project team providing ideas, input and implementation
- Research and report new initiatives, prospects and partnerships
- Assisting with maintenance of database including archiving and contact updates
- Providing assistance with miscellaneous projects, creative brainstorming, internal projects and other duties necessary for the success of the organization
- Participating in new business development efforts, outreach and marketing meetings
- Planning and coordinating events for the MG team
- Conducting and implementing social media and digital strategies
- Working with design and graphic artists to create and develop materials
- Supporting systems and projects for human resource and finance teams
- GIF and meme development for client projects

What we're looking for in a Social Change Intern

- Ability to work independently in a fast-paced environment with excellent time management skills
- Have an upbeat, creative and professional demeanor
- Strong verbal and written communication skills
- Have experience using Google Drive, MS Word, PowerPoint, Excel. Mac experience and competency preferred
- Be a team player and excel at team-oriented problem-solving
- Brings curiosity and is a continuous learner, with a deep commitment to our work
- Provide top-notch work quality and service to prospects and peers
- Work effectively in a diverse and inclusive environment
- Support and embody the organization's values, goals and principles
- Maintain confidentiality and discretion
- Bi-lingual or fluency in other language(s) is preferred but not required
- Must be authorized to accept employment in the United States



Benefits

- Employer-paid medical/vision insurance
- Dental insurance paid at 50 percent by employer
- MG paid holidays off: New Year's Day, MLK Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas and one floating holiday of your choice
- Transportation and cell phone allowance paid by employer
- Reimbursement for work related expenses (mileage at IRS rate)
- Team happy hours and coffee chats
- Mentorship: All interns will be partnered with one or more mentors at the company to support professional growth

Compensation and Hours

- \$15.50 hourly rate
- This position involves an eight-hour professional day/40 hours per week
- Occasional early mornings or later evenings, for special events, if necessary

Dress

We believe in dressing professionally and comfortably. You'll see a range of clothing from sweaters and jeans to business professional attire, depending on the time of year and meetings with clients. We recommend wearing what makes you feel confident and is appropriate for a professional environment.

Commitment

To allow for successful onboarding and intern experience we ask for a commitment of 12 weeks. We are open to discuss how we can best work with interns if external factors make this commitment or start date difficult.

How to Apply

Applications will open on March 25, 2020. All interested applicants can apply by visiting: www.metgroup.com/news/social-change-internship-experience/

Positions will work out of our Portland, Oregon or Washington, D.C. office locations. We do not compensate for relocation cost or fees.

Metropolitan Group is an equal opportunity employer. We encourage all applicants, regardless of gender, race, religion, age, sexual orientation or gender identity, disability or other social identity.

