

THE METROPOLITAN ACTION COMMISSION
OFFICE OF PUBLIC INFORMATION

COMMUNITY OUTREACH INTERNSHIP OPPORTUNITY

About us...

The Metropolitan Action Commission is the designated community action agency for Nashville and Davidson County. Our agency is responsible for helping families living in poverty to become more economically secure through education, household support and mobilizing community resources. Our multigenerational approach to eliminating poverty allows our agency to address the initial need of our customers as well as identifying other opportunities for other members in their household.

About the opportunity...

Community Awareness events and initiatives participation allows our staff to provide a greater level of information to residents about our program and services. It also increases our presence in communities that are either served by our agencies or among other providers of poverty reduction services. The successful intern will assist the agency's Public Information Officer in accepting event invitations, exploring potential outreach opportunities and enhancement of the on-site booth presence at community events. This includes printed materials, booth presence and event logistics. The intern must have:

- An advanced understanding of event planning and proficient in publication design
- A positive, can-do attitude and attention to detail
- Strong writing, verbal communication and teamwork skills
- PRSSA membership and/or involvement (desired, but not required)
- Established residence and transportation arrangements in the Nashville area during internship

The Metropolitan Action Commission Internship Program offers a credit-based internship for students that are currently enrolled in an accredited bachelor's program with no more than 2 years left to complete. The internship term lasts 8-10 weeks, depending on the time of year and availability of intern-level opportunities. Start and end dates are determined by the agency with consideration of each intern's class/school schedule. To apply for this internship opportunity, please send a cover letter and resume to: lisa.mccrady@nashville.gov.