

**Job Title:** Administrative Internship

**Organization Name:** Boston Community Capital

**Compensation:** Unpaid – Public Transportation Subsidy Available

**Description:**

Boston Community Capital (BCC) is seeking an energetic intern to contribute to the work of the administrative team. BCC is a community development financial institution whose mission is to build healthy communities where low-income people live and work. We accomplish this mission by investing in projects that provide affordable housing, good jobs, and new opportunities in low-income communities, connecting these neighborhoods to the mainstream economy. The Administrative Intern will also be assisting with BCC's Stabilizing Urban Neighborhoods (SUN) Initiative, which has prevented the eviction of over 125 Massachusetts residents and continues to help residents by providing them with mortgages they can afford.

**Responsibilities Include:**

1. Assisting Administrative Assistants in performing day-to-day reception duties including answering phones, greeting guests, preparing mailings, working with copiers, and databases.
2. General support of the SUN Initiative.
3. Other duties as necessary.

**Qualifications:**

Boston Community Capital is seeking a flexible individual who is interested in learning about the functions of a community development financial institution and who is comfortable working on multiple projects.

**Application Instructions:**

To apply, please send a resume and a letter of interest to Stephen Donovan at [sdonovan@bostoncommunitycapital.org](mailto:sdonovan@bostoncommunitycapital.org)

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