Mainstay
SUPPORTIVE HOUSING & HOME CARE

About Us

Mainstay Supportive Housing and Home Care, Inc. is a nonprofit organization based in Newton, MA which provides community-based affordable housing and in-home supportive services to vulnerable people across the commonwealth. We work with several populations, including low-income older adults, adults with intellectual and developmental disabilities, adults with significant mental health conditions, and adults with a recent history of homelessness.

Position Overview

Schedule: 20-25 hours/week, primarily between the hours of 9 am and 5 pm, Mondays to Thursdays, but with a flexible schedule and some evening or weekend hours possible, depending on individual interest and specific projects. Hybrid work is also possible.

Sample 1: Tuesday-Thursday, 9 am-5 pm, in person; total 24 hrs.

Sample 2: Monday-Thursday, 10 am-3 pm, in person; total 20 hrs.

Sample 3: Tuesday-Thursday, 10 am-3 pm, in person; Monday and Friday, 8 am-1 pm, remote; total 25 hrs.

Location: Main administrative office at 29 Crafts Street, Suite 260 in Newton

Dress Code: Fairly casual. Jeans and t-shirts are fine as long as they don't have holes. Nicer clothes may be required for particular meetings or events, but we can discuss that as needed.

Other Concerns/Requirements: We have an office cat once a week! Loving cats is not a requirement, but we do need to know if you have allergies or otherwise prefer to not be in the office when the cat is.

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Position Description

The intern will primarily be responsible for assisting the Program Administrator and HR Manager with their routine duties, as well as individual special project(s) based on the intern's interest and Mainstay's needs.

Routine duties may include:

- **Document management** – Assisting with long-term project to rid office of paperwork that we are no longer required to retain
- **Policy management** – Assisting with long-term project to review and update policies, procedures, and employee manual
- **Information management** – Assisting with maintaining up-to-date information in various databases
- Assisting with routine employee background and reference checks

Example special projects:

- Putting together a supply of toiletries and home goods to provide to residents in need, including determining what items are most needed, soliciting donations, making an inventory, and creating a process for supplying items to those in need
- Conducting follow-up data collection, entry, and analysis for an ongoing research project
- Managing our social media accounts and newsletters
- Running one or more special events or programs for Residents

Requirements

- Solid organization skills
- Detail-oriented
- Basic tech skills (e.g. touch typing)
- High school level reading and writing skills

Applicant Interests

We can accommodate a number of interests and preferences for tasks and special projects. However, an applicant will likely get the most out of this position if they have a particular interest in:

- One of Mainstay's service populations (elders, people with disabilities, recently homeless people)
- One of Mainstay's service areas (housing, in-home services, property management)
- Nonprofit management and leadership
- Office administration

Skill Development

Depending on applicant interest and organizational needs, developed skills may include:

- **Public relations and communication** – writing, editing, layout, graphic design, social media, campaign scheduling
- **Nonprofit advocacy** – planning, research, writing talking points, writing formal letters
- Document management and maintenance
- Regulatory compliance
- **Specific software** – Microsoft Office Suite, WordPress, MailChimp

Possible Career Pathways

- Office management and administration, executive assistant
- Human Resources
- Project Management
- Public Relations and Communications
- Nonprofit Management and Leadership
- Public Advocacy and Activism