



## Commonwealth Corps Service Internship Position Description

North Shore Community Development Coalition  
Small Business Department

### Commonwealth Corps Microenterprise Program Associate



The mission of the Commonwealth Corps service internship program is to engage Massachusetts residents of all ages, backgrounds, and identities in direct service to strengthen communities, address critical needs, and increase volunteerism. Through hands-on experience, Commonwealth Corps members gain professional skills and valuable knowledge while positively impacting diverse communities in our state.

The Massachusetts Service Alliance (MSA) is a private, nonprofit agency that oversees the program and supports host site partners and members to find success throughout the program year. The Commonwealth Corps members with North Shore Community Development Coalition (NSCDC) will serve 10 months in a full-time capacity. They will join a diverse corps of members across Massachusetts who share a common desire to explore their passions and expand their network in service to their communities and the Commonwealth. The 2026-2027 program year will support 8 unique host sites and 17 CC members with the opportunity to share, support, and collaborate with the group.

The mission of the North Shore Community Development Coalition is to invest in neighborhoods to create thriving communities. We envision a North Shore where every neighborhood is one of choice and opportunity. Our neighborhood development model invests social, human and economic capital into predominantly low-income or distressed neighborhoods within the communities on the North Shore to improve quality of life.

NSCDC seeks a Commonwealth Corps member to support our Small Business Program, that supports Essex County small business owners and entrepreneurs who are primarily low income BIPOC individuals and who seek support to stabilize and grow their businesses. In addition, this member will support volunteer recruitment and data collection for the Community Building Department.

#### **What You'll Do:**

##### *Essential Responsibilities:*

- Complete a minimum of 1,500 hours of service, serving August 17, 2026 through June 19, 2027.
- Attend Commonwealth Corps trainings and events held by MSA, generally 1-2 times per month.
- Participate in a minimum of 30 minutes of MSA-related activities each week. This includes filling out timesheets, completing a bi-monthly reflection or check-in, or other MSA-related tasks or activities.
- Monthly event planning and support by creating meeting agendas, task organization, note taking, advertising, day-of hands-on support, and tracking resident participation.
- Marketing support through design of flyers for outreach, content creation for social media, marketing literacy coaching, brand kit creation, and digital literacy.
- Program services outreach through regular neighborhood walks to post flyers and speak with residents, community event participation, post on social media, draft monthly newsletter, document program services through pictures and stories.
- Maintain a case load of local small business owners to support and coach with their business operations which might include support with marketing, financial management, IT solutions, etc.
- Work independently and collaboratively to assess current data collection methods for the Small Business department, work with staff of the department to define data we wish to collect, support data collection efforts, and then create material that highlights the impact of each department or program.
- Build and manage the volunteer base for the Small Business department to grow the volunteer program at NSCDC. This will include identifying best practices to manage and recruit volunteers for each department, assessing volunteer needs with staff, refining the agency's existing volunteer application, working collaboratively to publicize volunteer needs at NSCDC, as well as defining a process for recruitment, intake, enrollment, and engagement of volunteers.

#### *Marginal Responsibilities:*

- Assist with coordination of special projects, events and activities as required; Attend weekly meetings as required by supervisor; Assist staff on daily tasks to ensure premium service and smooth program functioning.
- Be a part of the greater Commonwealth Corps community, including participating in cross-site learning groups, writing a short profile for the CC newsletter, connecting with other members on our online platforms, and attending optional social/service events.
- Collaborate with and support the efforts of other Commonwealth Corps Members at the NSCDC.

#### **Who You Are:**

##### *You must be:*

- A Massachusetts resident ([see guidelines here](#)) with legal authorization to work in the U.S.
- 18 years of age at minimum (member age range is 18 – 70+ years old)
- Excited to give back to your community and interested in developing your skills and gaining new professional experiences
- Committed to 10 months of service and **able to balance service internship commitments with personal commitments in a sustainable way**
- Ability to work with others collaboratively and build strong relationships both internally and externally
- A respect for the ideas and experience of those from marginalized communities
- Experience with Microsoft Office and Google Docs

##### *It would also be great if you are/have:*

- Bilingual speaking both English and Spanish
- Experience with running a small business or the willingness to learn key business operations
- Experience in working with volunteers
- Experience with data management

#### **What You'll Get:**

- **Stipend** of \$1,250 semi-monthly while in service, up to \$26,250, minus taxes and withholdings;
- **Health insurance** (individual coverage only)
- **Member assistance program**, including unlimited, confidential, 24/7, phone counseling services and up to three free, in-person counseling sessions, plus a lot more;
- **Completion award** of up to \$4000 upon successful completion of service, minus taxes and withholdings;
- **Reimbursement for outside training** or professional development opportunities relevant to member's service and goals (Up to \$100; Dependent on pre-approval from MSA)
- **Ongoing training and support from MSA and NSCDC** including **professional development** workshops and opportunities;
- **Limited travel reimbursement from MSA** to Corps-wide MSA-sponsored activities;
- **Limited travel reimbursement from NSCDC** for certain service-related travel away from your usual service location;
- **10 Mental Health/Personal Days** (1 day = 8hrs) counting toward service hours
- The opportunity for at least 10 days of planned absences (may include holidays, does not count towards hours requirement);

*Please note that receipt of these stipends/benefits may impact an individual's eligibility for certain public benefits.*

#### **Term of Service:**

- **Position Start Date:** August 17, 2026
- **Position End Date:** June 19, 2027
- Service commitment 40 hours per week during the following days/times: Mon-Fri from 9 am to 5 pm (may require some evening and weekend time for specific events which can be flexed out)
- Requirement to serve in-person at NSCDC main office, 96 Lafayette St in Salem

#### **How to Apply:**

- To apply, please email resume and cover letter to Lisl Hacker, [lhacker@northshorecdc.org](mailto:lhacker@northshorecdc.org). Early applications

are encouraged as applications will be accepted on rolling basis. Questions about this position can be directed to Lisl Hacker, Chief Program Officer, [lhacker@northshorecdc.org](mailto:lhacker@northshorecdc.org)

- For questions related to the Commonwealth Corps program contact [ccquestions@mass-service.org](mailto:ccquestions@mass-service.org)  
\*Accepted members will be required to undergo a criminal history check.

*North Shore CDC in all positions to ensure a diverse and inclusive climate without regard to race, ethnicity, religion, sex, gender, sexual orientation, age, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. North Shore CDC welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.*