



**NextGen  
Leaders for  
Public Service**



**Student Guide and Catalog  
Paid Internships in Public Service  
Opportunities in Government and Nonprofit Organizations**

**Academic Year 2024-2025**

**November 1, 2024  
The University of Baltimore  
College of Public Affairs**



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# NextGen Leaders for Public Service



GOVERNMENT



NONPROFIT



COMMUNITY  
DEVELOPMENT



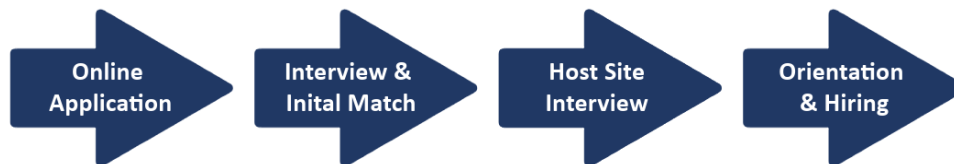
The [Schaefer Center for Public Policy](#)'s new NextGen Leaders for Public Service program is pleased to offer paid public service internships. UBalt students from any undergraduate major or graduate level program may participate in the [NextGen Leaders](#) program and apply for paid internships with government and nonprofit host sites in Maryland. NextGen host sites are matched with students interested in careers in public service. Students are paid \$15.00 per hour by the Schaefer Center and are expected to work 10 to 19.5 hours per week.

Current UBalt students may apply for an internship by completing the NextGen Leaders [Internship Application](#). Please review the listing of potential internship sites in Maryland state government, local government, and nonprofit organizations prior to completing the on-line application. Applicants will be asked to select their top three placement sites during the application process.

After completing the application, eligible candidates will complete a brief interview with the NextGen Leaders manager for confirmation of eligibility and initial "matching." Approved applicants then interview with host site organizations for final selection and placement. Matched interns also complete hiring and on-boarding requirements for the specific host site.

## APPLICATION AND HIRING PROCESS

### *NextGen Leader of Public Service Hiring Process*



As a NextGen Leader for Public Service, students are also provided co-curricular and professional development opportunities designed to support career development and advancement. Upon completion of the NextGen work experience (internship), co-curricular experiences, and an academic component focused on public serve, students may earn a NextGen Leaders for Public Service Certification. See the [NextGen Leaders for Public Service](#) website for more information. This catalog provides a brief overview of each NextGen internship host site. Please review this list as well as the government agency or nonprofit organization's website for more information about the host site.

## Instructions for Students

Please review the current listing of NextGen internship host sites to determine the selection that most closely matches your degree and career goals. Internship positions are listed by sector – government and nonprofit. Specific duties for each intern will vary based on the current needs of the host site and the skills and interests of the intern.

<b>State, County, &amp; Local Government Host Sites</b>	
<u>State Government</u>	<u>County &amp; Municipal Government</u>
<ul style="list-style-type: none"> <li>• MD Commission of Civil Rights</li> <li>• MD Dept. of Aging</li> <li>• MD Dept. of the Environment</li> <li>• MD Dept. of Emergency Management</li> <li>• MD Dept. of General Services</li> <li>• MD Dept. of Labor</li> <li>• MD Dept. of Public Safety &amp; Corr. Services</li> <li>• MD Dept. of Transportation</li> <li>• MD General Assembly</li> <li>• MD Office of the Attorney General</li> <li>• MD Office of the Comptroller (multiple)</li> <li>• MD Office of the Public Defender</li> <li>• MD Transportation Authority</li> </ul>	<ul style="list-style-type: none"> <li>• Baltimore City Cable &amp; Communications</li> <li>• Baltimore City Children &amp; Family Success</li> <li>• Baltimore City Chief Data Officer</li> <li>• Baltimore City Council District Offices</li> <li>• Baltimore City Dept. of Human Resources</li> <li>• Baltimore County Office of the County Exec.</li> <li>• Frederick County Town of Thurmont</li> <li>• Howard County Corrections</li> <li>• Howard County Office of Human Resources</li> <li>• Howard County Housing Commission</li> <li>• Prince George’s County City of Laurel</li> <li>• Prince George’s County Town of Cheverly</li> <li>• Prince George’s Co. Town of Colmar Manor</li> <li>• Queen Anne’s County Town of Centreville</li> </ul>
<b>Nonprofit Host Sites</b>	
<u>Maryland Nonprofit</u>	<u>Baltimore Community Development</u>
<ul style="list-style-type: none"> <li>• Ann Arundel Conflict Resolution Center</li> <li>• Baltimore City Chamber of Commerce</li> <li>• Creative Nomads</li> <li>• Franciscan Center of Baltimore</li> <li>• Howard EcoWorks</li> <li>• International Rescue Committee</li> <li>• International Social Service</li> <li>• Just Neighbors Immigration Services</li> <li>• Maryland Center for History and Culture</li> <li>• Maryland Municipal League</li> <li>• Maryland Public Television</li> <li>• Natural Born Champions</li> <li>• Parks and People</li> <li>• Rebuilding Together Howard County</li> <li>• Your Public Radio (YPR) Station</li> </ul>	<ul style="list-style-type: none"> <li>• Baltimore Harbor Bank CDC</li> <li>• Baltimore Main Streets (9 locations)</li> <li>• Baltimore Oliver Neighborhood Association</li> <li>• Belair-Edison Main Street</li> <li>• Central Baltimore Partnership</li> <li>• Dominion Community Development</li> <li>• Downtown Partnership of Baltimore</li> <li>• Enterprise Community Partners</li> <li>• GEDCO</li> <li>• Hamilton-Lauraville Main Street</li> <li>• Healthy Neighborhoods</li> <li>• Neighborhood Design Center</li> <li>• No Boundaries Coalition</li> <li>• St. Ambrose Housing Aid Center</li> <li>• West North Avenue Development Authority</li> </ul>

Applications are reviewed in the order in which they are received. There is no guarantee of internship placement and students must meet all eligibility requirements prior to interviewing with a host site. To assist in identifying the best “match” for your career goals, each position is listed below by the UBalt Career Pathways: Law, Justice and Public Affairs; Business and Entrepreneurship; Communication and Design; Psychology, Health and Human Services; and Cybersecurity, Gaming and Technology.

## LISTING OF POSITIONS BY CAREER PATHWAY



### **State Government Internships:**

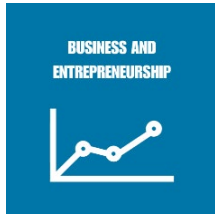
- Maryland Commission on Civil Rights: Office of the Assistant Director
- Maryland Department of Aging – Longevity Maryland Initiative
- Maryland Department of Emergency Management: Research Assistant
- Maryland Department of the Environment: Lead Poisoning Prevention
- Maryland Department of General Services: Special Assistant to the Chief Operating Officer
- Maryland Department of Labor: Policy and Legislative Team: Policy Intern
- Maryland Department of Public Safety and Correctional Services: Office of Education
- Maryland Department of Transportation: Government Relations
- Maryland General Assembly – Senate and House
- Maryland Office of the Attorney General: Consumer Protection Division Intern
- Maryland Office of the Comptroller: Government Affairs — Government Affairs Intern
- Maryland Office of the Comptroller: Hearings & Appeals — Law & Oversight Intern
- Maryland Office of the Comptroller: Legal Division – Legal Intern
- Maryland Office of the Comptroller: Office of Equity & Transformation
- Maryland Office of the Comptroller: Policy & Research — Policy Research Intern
- Maryland Office of the Public Defender District Court: Client Representations Intern

### **Local Government Internships:**

- Baltimore City Council: Multiple District Offices – Constituent Affairs Intern
- Baltimore County Office of the County Executive
- Frederick County Town of Thurmont
- Howard County Housing Commission: Policy Analyst and Asset Management Interns
- Queen Anne’s County Town of Centreville: Executive Assistant to Town Manager

### **Nonprofit Organization Internships:**

- Anne Arundel Conflict Resolution Center: Program Intern
- Baltimore Main Streets: Community Development Intern
- Central Baltimore Partnership: Community Development Intern
- Hamilton-Lauraville Main Street, Inc.: Community Development Intern
- Healthy Neighborhoods: Community Development Intern



### **State Government Internships:**

- Maryland Department of General Services: Office of State Procurement
- Maryland Department of Labor: Policy and Legislative Team: Policy Intern
- Maryland Department of Transportation: Planning and Development
- Maryland Office of the Comptroller: Compliance Division – Call Center Intern
- Maryland Office of the Comptroller: General Accounting – Payment Services
- Maryland Transportation Authority: Business and Finance

### **Local Government Internships:**

- Baltimore City: Department of Human Resources – Human Resources Intern
- Baltimore County Office of the County Executive
- Howard County Government: Office of Human Resources
- Howard County Housing Commission: Policy Analyst and Asset Management Interns
- Queen Anne’s Co., Town of Centreville: Executive Assistant to Town Manager

### **Nonprofit Organization Internships:**

- Baltimore City Chamber of Commerce: Business Outreach
- Baltimore Main Streets: Community and Business Outreach
- Creative Nomads: Development and Communications Intern
- Downtown Partnership of Baltimore: Community and Business Outreach
- Franciscan Center of Baltimore: Responsive Services
- Howard EcoWorks: Marketing Intern
- Maryland Municipal League: Communications and Conference Planning Intern
- Maryland Public Television (MPT): Grants Team and Digital Media Interns



### **State Government Internships:**

- Maryland Department of the Environment: Communications Office
- Maryland Department of Transportation: Communications Office
- Maryland Office of the Comptroller: Communications Office

### **Local Government Internships:**

- Baltimore City: Mayor’s Office of Cable & Communications: Charm TV
- Prince George's County City of Laurel: Community Outreach
- Prince George’s County Town of Cheverly: Communications Specialist
- Prince George’s County Town of Colmar Manor: Communications Specialist

### **Nonprofit Organization Internships:**

- Creative Nomads: Development and Communications Intern
- Howard EcoWorks: Marketing Intern
- Maryland Center for History and Culture: Library Intern & Publications Intern
- Maryland Municipal League: Communications and Conference Planning Intern
- Neighborhood Design Center



- No Boundaries Coalition: Communications & Community Engagement Intern
- Federal Hill Main Street: Community Development Intern
- GEDCO (Govans Ecumenical Development Corporation): Community Development Intern

**PSYCHOLOGY, HEALTH  
AND HUMAN SERVICES**



**State Government Internships:**

- Maryland Commission on Civil Rights: Case processing Unit
- Maryland Department of Aging – Maryland Access Point & Resource Center
- Maryland Department of Emergency Management: Research Assistant
- Maryland Department of the Environment: Lead Poisoning Prevention
- Maryland Department of Public Safety and Correctional Services: Office of Education
- Maryland Department of Transportation: Office of the Environment
- Maryland Office of the Attorney General: Consumer Protection Division Intern
- Maryland Office of the Comptroller: Office of Equity & Transformation
- Maryland Office of the Public Defender District Court: Client Representations Intern

**Local Government Internships:**

- Baltimore City Council: Multiple District Offices – Constituent Affairs Intern
- Baltimore City Mayor’s Office of Children and Family Success

**Nonprofit Organization Internships:**

- Anne Arundel Conflict Resolution Center: Program Intern
- Enterprise Community Development: Community Development Intern
- Franciscan Center of Baltimore: Responsive Services
- Howard County Housing Commission: Policy Analyst & Asset Management Interns
- International Rescue Committee
- No Boundaries Coalition: Communications & Community Engagement Intern
- Pennsylvania Avenue Main Street: Community Development Intern
- Pigtown Main Street: Community Development Intern
- RHIC (Reservoir Hill Improvement Council): Community Development Intern
- Southwest Partnership, CDC: Community Development Intern

**CYBERSECURITY, GAMING,  
AND TECHNOLOGY**



**State and Local Government Internships:**

- Maryland Department of the Environment: IT Operations
- Maryland Office of the Comptroller: IT Operations/Cybersecurity
- Maryland Office of the Public Defender: IT Operations
- Baltimore City: Office of the Chief Data Officer – Data & AI Policy

**Nonprofit Organization Internships:**

- Maryland Center for History and Culture: Digital Archive
- Maryland Public Television (MPT): Digital Media
- Neighborhood Design Center: Community Development Projects



## STATE GOVERNMENT OPPORTUNITIES

### **Maryland Commission on Civil Rights: Office of the Assistant Director** (Baltimore)

It is the mission of the Maryland Commission on Civil Rights to ensure opportunity for all through the enforcement of Maryland's laws against discrimination in employment, housing, public accommodations, and state contracts; to provide educational outreach services related to provisions of this law; and to promote and improve civil rights in Maryland. There are two positions available and may include additional duties based on specific projects and the interest of the intern.

- The **Case Processing Unit Intern** will assist with case processing, preparing files, and coordinating reservations/meetings. This position supports investigators and General Counsel.
- The **Administrative Unit Intern** will assist with administrative functions, preparing budgets and invoices, and other tracking of program costs. This position supports the day-to-day operations of the office.

### **Maryland Department of Aging: Maryland Access Point & Resource Center** (Baltimore)

The Maryland Department of Aging helps establish Maryland as an attractive location for all older adults through vibrant communities and supportive services that offer the opportunity to live healthy and meaningful lives. Maryland Access Point provides information, referral, and assistance related to a range of long-term services and supports including information on health, transportation, and financial aid. Other services include senior and community centers and clubs, nutrition and meals, pharmacy assistance, housing, and volunteer opportunities. The intern will also be assigned a special project, which will include program planning, analysis, and/or evaluation. Other requirements will include participating in meetings, trainings, and development of materials and reports. There is an additional application form to be completed on the Department of Aging website.

### **Maryland Department of Aging: Longevity Ready Maryland** (Baltimore)

The Office of Special Initiatives is looking for interns to assist on several projects related to the Longevity Ready Maryland initiative and other legislative projects within the Department (such as those with a focus on Kinship Care, Guardianship Issues, Care Giver Services, and Alzheimer's and Dementia Care). The intern(s) will perform legislative research, track bills and project assignments, complete writing assignments, and attend meetings as part of the Longevity Ready Maryland team.

### **Maryland Department of Emergency Management – Research Assistant** (Catonsville)

MDEM is a national leader in Emergency Management that provides Maryland residents, organizations, and emergency management partners with expert information, programmatic activities, and leadership in the delivery of financial, technical, and physical resources “to shape a

resilient Maryland where communities thrive.” The intern will work with the Chief Development Officer and assist with meetings, management of websites, drafting supplemental information for various stakeholders, researching various topics per preceptor’s preference, data entry, and other duties as assigned. One of the initial projects for the intern is on State resiliency efforts, food system resilience, preparedness and mitigation, and grants (in coordination with Federal offices). The intern will have the option to explore multiple projects to select those of interest to career goals.

**Maryland Department of the Environment: Lead Poisoning Prevention** (Baltimore)

MDE's Lead Poisoning Prevention Program provides oversight for community education to parents, tenants, rental property owners, homeowners, and health care providers to enhance their role in lead poisoning prevention. Interns will assist with evaluating applications for certifications, compliance for property owners, and processing referrals for children affected by lead poisoning. Interns will also assist with updating data, researching codes and regulations related to lead abatement, and accreditation of lead professionals. Student interns should have strong research and communication skills and knowledge of public policy and government. Students with a strong science (environmental) background will work with the enforcement and compliance unit.

**Maryland Department of the Environment: Operational Services** (Baltimore)

MDE protects and restores the environment for the health and well-being of all Marylanders. Responsibilities of the agency divisions include issues concerning pollution control, public water systems, cleanup of waste sites and remediation, and providing financial assistance to communities for environmental infrastructure improvements. There are two (2) positions available:

- The **IT/Cyber Intern** will work in Operational Services supporting information technology systems, applications, client services, and database systems.
- The **Communications Intern** may assist with all aspects of the Department Communications Office for internal and external communications projects, including social media, marketing, document preparation, and press releases.

**Maryland Department of General Services: Office of State Procurement** (Annapolis)

DGS is responsible for almost \$1 billion in annual contract administration, 6.3 million square-feet of State-owned facilities, and 4.6 million square-feet of leased space. DGS supports State and local government agencies by providing a full spectrum of design and construction, facilities operations, security, procurement, real estate, and surplus property services. The Procurement Intern will attend various meetings in DGS and assist staff with projects, such as deployment and adoption of the eProcurement platform (eMMA), policy and reporting related to statewide procurement, training, and hands-on work in procurement.

**Maryland Department of General Services: Special Assistant to the Chief Operating Officer** (Balt.)

DGS is responsible for almost \$1 billion in annual contract administration, 6.3 million square-feet of State-owned facilities, and 4.6 million square-feet of leased space. DGS supports State and local

government agencies by providing a full spectrum of design and construction, facilities operations, security, procurement, real estate, and surplus property services. The Office of the Secretary is the front line of communication with DGS customers. The intern will support communications, including drafting decision briefing and response memos as well as draft reports on agency initiatives for submission to the Governor's Office. The intern will also collect and compile information from DGS Divisions for agency responses and manage critical COO tasks, deliverables, and document reviews. The intern may also work on special projects as assigned.

#### **Maryland Department of Labor – Legislative/Policy Intern** (Baltimore)

The Maryland Department of Labor's core mission is supporting workforce development and career growth opportunities. The agency has seven (7) primary divisions with a focus on workforce development, occupational and professional licensing, unemployment insurance, and other programs to support workers and families. This intern reports to the Chief of Staff, and may assist with research/policy assignments from the Secretary, Deputy Secretary, Senior Policy Advisor and Deputy Chief. Research projects may include legislative and report development required by the Maryland General Assembly. The intern may prepare briefing memos and attend meetings and events as they arise. The duties will likely shift depending on the needs, resulting in a variety of projects.

#### **Maryland Department of Public Safety & Correctional Services: Office of Education** (Baltimore)

The mission of the DPSCS Office of Education is to ensure that high quality education, a fundamental component of rehabilitative programming that reduces recidivism and meets the needs of Maryland's workforce, is provided to all incarcerated individuals. This goal is achieved through partnerships with state agencies and institutions of higher learning who share our belief that incarcerated individuals deserve high quality services that facilitate a successful transition into Maryland's communities. The Education Program Intern will support the creation of documents for correctional and higher education data collection, implementation of education training programs, and grant writing and reporting. Additionally, the intern must be willing to go with the Director into various correctional facilities, at a minimum of three (3) times during the internship, and must submit to a background check.

#### **Maryland Department of Transportation: Government Relations** (Hanover)

The Maryland Department of Transportation is comprised of five business units and one Authority, including the State Highway Administration, Maryland Transit Administration, Motor Vehicle Administration, Maryland Port Administration, Maryland Aviation Administration, and the Maryland Transportation Authority. This unique approach provides the state's leadership the ability to develop a coordinated and balanced approach to transportation. The intern will assist staff with legislative reports, staff interactions with elected officials, federal grant and legislation research, a boards and commissions equity study, summaries of federal grants and programs, research on the long-range transportation plan, and research on potential legislative initiatives.

### **Maryland Department of Transportation: Office of the Environment** (Hanover)

The Department of Transportation believes that human health and natural resources and implementation of environmentally responsible business practices are essential elements of its mission. The Office of the Environment intern(s) will assist with the 2025 legislative session. They are looking for someone who is interested in the environmental field and/or policy and would to help keep track of proposals and bills to be reviewed by the team. The intern will develop a brief summary of the proposed legislation, ensure someone on the Environmental Services Team is assigned to the review, highlight bills with a hearing date of two (2) weeks or less, and provide an end-of-session summary on which bills passed/failed.

### **Maryland Department of Transportation: Planning & Project Development** (Annapolis)

The Maryland Department of Transportation Planning and Project Development advises the Secretary of Transportation on planning policy and supports the advancement of major projects across all transportation modes statewide. This position will support the Assistant Secretary and the Policy Advisor for Planning and Project Development through policy research and analysis and engagement for major projects. Candidates with a background and interest in policy and transportation are encouraged to apply. In addition to regular shorter assignments, the intern will be asked to develop and complete a capstone research project on an area of transportation planning and policy to inform the direction of the Department on key transportation policy issues.

### **Maryland General Assembly**

Members of the General Assembly accept interns for the spring term to assist staff with preparation and duties during the 90-day legislative session (Jan. – April) in Annapolis. Interns will work in a specific office, based on availability of positions and the interest of the intern. Duties include attendance at legislative committee meetings and hearings, preparing materials and scheduling testimony, tracking legislation, and communicating with administrative staff.

### **Maryland Office of the Attorney General: Consumer Protection Division Intern** (Baltimore)

The Consumer Protection Division's Mediation Unit mediates complaints about goods, services, or credit obtained for personal, household, family, or agricultural purposes. Mediation is a voluntary working process between consumers and businesses, primarily through phone calls and written correspondence, to see if a resolution can be reached. This unit also operates a Hotline that consumers call to file a complaint. As an intern in the Mediation Unit, your primary responsibility will be mediating complaints involving a variety of consumer issues. You will be assigned your own cases and work with your supervisor to analyze the information, develop mediation strategies, and communicate with businesses, consumers, and other parties to reach a resolution. The position requires good communication, listening, organizational, and computer skills.

**Maryland Office of the Comptroller: Communications – Communications** (Annapolis or Baltimore)

It is the responsibility of the Comptroller's Office of Maryland to provide the very latest tax and financial information to residents. Intern duties include: implementing communication strategies; providing administrative support; assisting with planning and execution of media events and activities; drafting communication copy (media advisories, press releases, communications plans, social media posts, website announcements, and publications); executing of social media strategies and internal communications; and researching relevant topics to assist with the development of communications materials. The intern schedule is 16-19.5 hours per week minimum.

**Maryland Office of the Comptroller: Compliance Division – Call Center Intern** (Baltimore)

The Compliance Division within the Office of the Comptroller of Maryland is responsible for the enforcement of all tax and revenue laws administered by the agency, including, but not limited to, personal and business tax, sales and use tax, withholding tax, and estimated taxes. The Compliance Division is committed to providing a professional, hands-on experience in customer service including assisting taxpayers and tax preparers inquiries via phone, email, and mail. This work will include responding to incoming correspondence to the Personal Income Tax Collections Unit, providing general clerical support, and working collaboratively with employees across the agency. Training will be provided as part of this internship.

**Maryland Office of the Comptroller: General Accounting – Payment Processing** (Annapolis)

The Comptroller's General Accounting Division (GAD) will provide the unique experience of working on accounting processes for all Maryland state agencies. This will provide an opportunity to interact with staff at other state agencies and gain governmental accounting experience. The Comptroller's General Accounting Division is looking for a dynamic, forward-thinking intern who is working towards a degree in Accounting, Auditing, or Finance. This division is responsible for the State Accounting System (R\*STARS) payment processing and vendor table. This position supports Accounts Payable & Payment Processing functions, including processing invoices, reviewing operating procedures and training materials and incorporating visual graphics to make them user friendly, and assisting vendors in setting up profiles in the state accounting system.

**Maryland Office of the Comptroller: Government Affairs – Government Affairs Intern** (Annapolis)

The intern plays a key role with the Government Affairs team and is responsible for assisting in the evaluation of legislation to determine the potential impact on the Comptroller's Office and make recommendations for legislative, regulatory, and policy changes to support the agency. They will collaborate with subject matter experts throughout the agency, including the legal division, to help develop materials (policy briefings, research, and related materials) to educate internal and external stakeholders about policy, legal, and regulatory changes. Responsibilities include preparing legislative summaries, tracking bills and amendments, and drafting departmental legislation.

### **Maryland Office of the Comptroller: Hearings & Appeals - Law & Oversight Intern** (Annapolis)

The Hearings and Appeals Division is responsible for resolving disputes between taxpayers and the Comptroller's Office involving taxes and fees. This is a professional work experience that will give the intern a complete understanding of the assessment and refund denial appeal process. The interns will have the opportunity to work in one or more areas, including Hearings & Appeals, Offer in Compromise, and Voluntary Disclosure Agreements. They will be responsible for assisting Tax Attorneys) on hearings, including assisting with the intake and assignment process, drafting notifications on cases, and assisting with the hearings and resulting procedures. The Intern may be tasked with specific legal research projects, drafting policies and procedures, and tracking cases.

### **Maryland Office of the Comptroller: Information Technology – IT Intern** (Annapolis or Baltimore)

The IT Division of the Comptroller of Maryland is comprised of two programs: Comptroller IT Services and Annapolis Data Center (ADC). Comptroller IT Services is responsible for the overall management and direction of IT efforts and supports the IT infrastructure, IT security, automated mainframe computer applications, public-facing web pages, and web development initiatives. The ADC provides mainframe computer services for the Comptroller of Maryland and many other State agencies.

- **The Desktop Support Intern** (Baltimore) will assist with all aspects of IT Support functions, including; excessing equipment, deploying equipment, conducting Windows 11 Upgrades, hard drive removals, and setting up equipment. The intern must have knowledge of: Windows 10/11, Office 365, basic computer hardware skills, and organization and communication skills.
- **The Cybersecurity Intern** (Annapolis) will work on specific projects of the Annapolis Data Center Operations.

### **Maryland Office of the Comptroller: Legal Division – Legal Intern** (Annapolis and/or Baltimore)

The principal duty of this office is to collect taxes. The Legal Division is responsible for providing detailed tax guidance to taxpayers in a practical, convenient manner to increase compliance with tax laws. The Legal Division is comprised of results-driven and analytical attorneys who work together to provide advice and support executive leadership and operational divisions to ensure accurate and consistent administration of tax laws. Interns will gain experience with legal research, review of complex legal documents, and refinement of a modern law library collection. The interns will have the opportunity to develop and implement a plan to digitize and index tax guidance and other legal documentation. They will assist with the review of documents, taxpayer disputes, tax tips, and other legal guidance within the Baltimore and Annapolis offices to determine whether the content is still applicable/governs or the matter is still in need of resolution.

### **Maryland Office of the Comptroller: Office of Equity & Transformation** (Annapolis or Baltimore)

The Office of Equity & Transformation (OET) helps the Comptroller tap into resources to create a welcoming, healthy, and high-performing organization. Our work employs a people-centered, strategic approach to organizational growth and ensures that diversity, equity, inclusion, and accessibility are considered in all aspects. This position will assist with staff engagement and Inclusion,

Diversity, Equity, & Accessibility (IDEA), including: developing strategic plans; coordinating stakeholder engagement groups; conducting monthly observances and activities; and developing content for the website and other materials. The intern will gain hands-on experience developing plans, supporting staff engagement activities, and researching best practices for culture change. This position offers a unique opportunity to learn about identifying organizational problems, developing strategic solutions, aligning to best practices, and developing communication and training programs.

#### **Maryland Office of the Comptroller: Policy & Research – Policy Research Intern (Annapolis)**

The Comptroller is one of four statewide elected officials in Maryland. Unique among state financial officers, Maryland's Comptroller has diverse and far-reaching responsibilities that touch the lives of every Marylander. The Comptroller of Maryland is the chief financial officer for Maryland, collector of revenue for state programs, provider of information technology services for most state agencies, regulator of the state's motor fuel industries, and a member of many state boards and commissions. There are three (3) policy research positions available.

- The **Economic Policy intern** will assist the director with research and drafting of reports, researching trends in Maryland's economy, and analysis of a wide range of data sets on the labor force, state revenues, real estate, banking, industry analysis, and more.
- The **Special Topics Policy intern** will provide research assistance across multiple areas, including procurement policy, small business development, and tax administration. This includes literature reviews, program and policy analysis, and identification of best practices.
- The **Climate Resilience Policy intern** will work with the Climate Resilience team to provide research assistance, literature reviews, program and policy analysis, and identification of best practices.

#### **Maryland Office of the Public Defender District Court – Client Representations Intern (Baltimore)**

The Office of Public Defenders has four (4) divisions that provide direct client representation in different proceedings and a Litigation Support Division serving three (3) District Courts. The intern will serve in the Southern District Court for Misdemeanor Litigations. The intern will be responsible for assisting Attorneys with all aspects of case management and trial preparation. This will include data entry, research, and client/witness interviews. Engagement with other judicial stakeholders such as Pre-Trial Services, judges, parole and probation, and drug/mental health treatment programs.

#### **Maryland Transportation Authority – Business and Finance Intern (Baltimore)**

The MDTA plays a crucial role in operating and managing various transportation facilities throughout the state. These facilities include a network of bridges, tunnels, and highways essential for moving people and goods. Beyond managing these facilities, the MDTA is actively engaged in planning, funding, and implementing transportation projects designed to enhance and maintain the state's transportation infrastructure. These projects aim to improve safety, reduce congestion, and ensure the efficiency of Maryland's transportation systems. The intern will work within the Finance Department and assist with a range of functions and projects.





## LOCAL GOVERNMENT OPPORTUNITIES

### **Baltimore City Council: Multiple District Offices – Constituent Affairs Interns**

The Baltimore City Council advocates for ALL constituents and works to grow their collective power, with an emphasis on investment in and support of historically disinvested neighborhoods. Interns are expected to work in the community to help identify concerns or issues and may act as the initial point of contact between the elected official and community residents. Interns may also draft responses to resident concerns and/or questions relating to governmental operations; forwards inquiries to appropriate City Department; and work to ensure resolution to include closing the case.

- **District 1 (Zeke Cohen)** – The Vision for District 1 and our City is to serve as a model in Baltimore City government. The intern will support constituent services, community engagement and organizing, and operational functions.
- **District 6 (Sharon Middleton)** – The intern will provide support for the Vice President of the City Council and support residents accessing resources and connecting to Baltimore City agencies. The intern will also conduct research on relevant legislation.
- **District 7 (James Torrence)** – The intern will review data concerning issues in the district and analyze approaches to developing sustainable solutions.

### **Baltimore City: Department of Human Resources – Human Resources Intern**

The Department of Human Resources Office of Shared Services and Office of Recruitment intern will assist with recruitment programs and events, onboarding new staff, and team meetings and projects. The intern will assist with research, data entry and analysis, and report generation and may assist the internship office with organization of records and scheduling of on-campus events.

### **Baltimore City: Mayor’s Office of Cable & Communications – Charm TV Intern**

The Mayor’s Office of Cable and Communications/CharmTV is responsible for visibility of the Mayor of Baltimore, Baltimore City Council, the Comptroller of Baltimore, and city agencies. We provide production services and produce original content that supports various organizations across the City of Baltimore. Interns will work in multiple roles dependent upon their area of interests, including media production (studio operations, master control operations and video, digital content (graphic design, video editing, and digital content) and special event production (planning and logistics)).

### **Baltimore City: Mayor’s Office of Children & Family Success – Youth Engagement Coordinator**

The Mayor’s Office of Children and Family Success (MOCFS) is an agency dedicated to ensuring Baltimore’s children and families have access to the resources and opportunities they need to succeed and thrive through citywide coordination of services, smart policymaking, data-driven

programming, strategic allocation of resources, and deep engagement with partners and the community. The intern will assist in the development, implementation, and coordination of MOCFS Youth Engagement programs, activities, and resources for the following MOCFS initiatives: Youth Commissioner Board; Mayor's Back-to-School Event; and Summer YouthWorks.

#### **Baltimore City: Office of the Chief Data Officer – Data and AI Policy Fellow**

The Office of Chief Data Officer (CDO) is charged with implementing data governance, building data capacity in government, leading the City's data and analytics strategies and approaches, and managing Open Baltimore, the City's open data program. The Data and AI Policy Fellow will: assist CDO in promoting data governance through: developing policy and data analysis; researching and facilitating policy development regarding artificial intelligence use in the city; conducting best practices research in data management and implement changes; developing trainings, documents, and materials for disseminating policy; and contributing to open data programs.

#### **Baltimore County: Office of County Executive – Special Projects Intern(s) (Towson)**

With more than 847,000 residents, Baltimore County is Maryland's third largest jurisdiction. Baltimore County has 29 unincorporated urban, suburban, and rural communities and more than 20,000 businesses across nine core industries. The Office of the County Executive and Administrative Officer leads the work of the County and implementation of the Enterprise Strategic Plan. This office may support two (2) interns on the following projects:

- **The Office of Diversity, Equity and Inclusion (DEI) intern** will assist with policy development, program implementation, community engagement, and other duties related to the administration of DEI programming in Baltimore County.
- **The Administrative Services intern** will assist with a range of special projects within the Office of the County Executive. The intern will provide research, communication, and administrative support based on specific projects and the interest of the intern.

#### **Frederick County Town of Thurmont - Main Street Program (Frederick)**

The Office of Economic Development, which includes the Main Street Program, works with all local business by assisting them with marketing and promotion. The department also works with all new business assisting them in navigating the county permitting use and occupancy regulations. This department also manages the Maryland Main Street program which promotes business development and community engagement. The intern may also assist with grant writing and reporting.

#### **Howard County Corrections – Re-entry Services Intern (Jessup)**

Howard County Corrections is responsible for the care and custody of all offenders awaiting trial or committed to Howard County Detention Center. This office provides programming resources during incarceration and provides re-entry services in the community upon release. The Re-entry services Intern will shadow and observe staff performing all aspects of programming and re-entry services and assist with grant preparation and reporting.

### **Howard County Government: Office of Human Resources** (Elkridge)

Howard County Office of Human Resources provides all personnel management services for Howard County government, including recruitment, employee and labor relations, discipline and performance management, personnel records management, HRIS database administration, compliance, training, investigations, retirement, benefits, classification and compensation, risk management, and safety. The intern will assist the HRIS Division Chief with reviewing personnel actions for compliance with federal, state, and local laws and regulations, including labor agreements and County policies. The intern will also participate and contribute in major HRIS development and implementation with ADP to build out a new HR management platform.

### **Howard County Housing Commission** – **Policy Analyst and Asset Management Interns** (Columbia)

The Howard County Housing Commission is the Housing Authority for Howard County. There are two (2) positions available:

- **Policy Analyst Intern** – The Housing Choice Voucher Program is the Federal government's major program for assisting very low-income families and individuals who are elderly or disabled to afford decent, safe, and sanitary housing in the private market. The intern will work with Housing team to provide policy analysis, data, and technical assistance to an array of essential stakeholders, including policymakers and practitioners. The intern will also be able to participate in a skill and knowledge development program for early career staff.
- **Asset Management Intern** - The Asset Management Department oversees county owned housing and is responsible for ensuring the communities operate in accordance with county's expectation. The intern will create weekly and monthly reports that tracks portfolio performance, assist with rental assistance programs, update compliance reports, work with residents regarding concerns, and assist with planning resident functions at communities.

### **Prince George's County, City of Laurel** - **Environmental Programs & Community Outreach** (Laurel)

The City of Laurel is a municipality located in the northern part of Prince George's County. The Environmental Programs Manager for the City is responsible for developing a long-term Sustainability Plan and Waste Diversion Plan and for providing the residents with ways to become involved and have their voices heard. The intern will maintain the City's Green Living resource page – this includes working with all City Departments to include all City initiatives. The intern will also coordinate social media for City initiatives, including promoting new ordinances, highlighting locally sustainable businesses and activities, and creating a library of sustainable articles/websites/videos.

### **Prince George's County, Town of Cheverly** – **Communications Specialist Intern** (Cheverly)

Cheverly, Maryland, is a diverse town with an interesting history, strong schools, active and involved places of worship, and a wide variety of community groups and events to connect its citizens. The intern will provide a range of support to the office of the Town Clerk, including administrative functions, working with the communications specialist on media campaigns and the public works

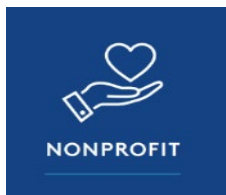
administrator on municipal codes, policy review, and enforcement issues. The intern will also assist with youth events and other community engagement activities.

**Prince George’s County, Town of Colmar Manor – Communications/Business Coordinator**

Colmar Manor is a town located in Prince George’s County, Maryland, with approximately 450 houses and a population of 1,588. The intern will provide a range of support to the Town Administrator including event planning and logistic arrangements, contributing to ad campaigns and resident engagement, social media account management, writing and editing content for media relations, creating graphics, and managing digital assets. The intern will also be responsible for some administrative functions and performing clerical duties.

**Queen Anne’s County, Town of Centreville – Executive Assistant to Town Manager (Centreville)**

The Town of Centreville, like any municipality, provides everyday services to the citizens of the Town. The Town is faced with significant fiscal and infrastructure challenges and as a result has engaged multiple State and Federal Agencies to assist with the fiscal burden of overhauling failing infrastructure. The Town has just completed its Comprehensive Plan and is beginning to work on strategic plans to navigate the next five years of construction, infrastructure, and fiscal alignment. The intern will help with schedule coordination, develop briefings for local and State officials, participate in meetings with State officials, and work with staff on follow-up actions.



**MARYLAND NONPROFIT OPPORTUNITIES**

**Anne Arundel Conflict Resolution Center – Program Intern (Annapolis)**

Anne Arundel Conflict Resolution Center (AACRC) is a community mediation center offering a myriad of conflict resolution, mediation, and alternative dispute resolution services on a pro bono and low bono basis. For 30 years, AACRC has provided every aspect of peacebuilding and peacekeeping possible. From “Effectiveness Training” to the most advanced Restorative Justice training available, AACRC staff and highly trained volunteers have advanced access to high-quality services for residents in the communities where conflicts and disputes occur. Interns will receive wide-ranging experiences in Alternative Dispute Resolution (ADR), mediation, conflict resolution, facilitation, and public service. To develop this unique skillset, participants will also receive top-notch specialized mediation and conflict resolution training and coaching.

**Baltimore City Chamber of Commerce – Business Outreach Intern (Baltimore)**

The Baltimore City Chamber of Commerce is a prominent organization that plays a pivotal role in fostering economic growth, development, and community prosperity. Its work encompasses a wide

range of activities and initiatives aimed at supporting local businesses, promoting economic advancement, and enhancing the overall business environment in Baltimore. The Business Outreach Intern will assist with major activities including those for business support and entrepreneurship, event planning, and collaboration with other organizations. Specific duties may include researching potential new businesses and organizations, outreach and marketing for current and new members, and maintaining records and databases for the organization.

#### **Creative Nomads – Development and Communications Intern (Baltimore)**

Creative Nomads is an arts nonprofit that works with youth and families to provide arts programming and experiences through academic and community partners and directly to the community. The intern will assist in creating communications and toolkit materials such as donor letters, electronic presentations, and informational packets. The intern will also assist in creating materials for social media, graphics, and language for grant applications and reports. The intern will be a part of event planning, fundraising projects, research, and member outreach. Experience with event planning, Canva, and excellent written and verbal communications skills is a plus. Those with an interest in pursuing a career in nonprofit management would benefit from this internship experience.

#### **Franciscan Center of Baltimore – Responsive Services Intern (Baltimore)**

The Center has three main focus areas: nutrition, connection, and education. Culinary Services oversees a lunch (M-F) and dinner (T, W) program that feeds 400-600 people per day. Responsive Services provides intervention, advocacy, and resource information. The Dignity Plates Training Academy, founded in 2021, is a no-cost program that provides basic culinary instruction to prepare students for entry-level culinary jobs and offers assistance to overcome barriers. As an intern at the Franciscan Center, you will be responsible for managing schedules, handling correspondence, organize meetings, maintaining records, prioritizing emails and phone calls, and welcoming visitors and identifying the purpose of their visit before directing them to the appropriate department.

#### **Howard EcoWorks – Marketing Intern (Columbia)**

The mission of Howard EcoWorks is to empower communities and diverse workforces to respect and restore our natural systems for future generations. We facilitate pathways into green jobs while building and maintaining sustainable landscapes and environmental projects in the community. The marketing intern will write copy for social media posts, promotional emails, and other marketing collateral; assist in the creation of written, video, and image content; participate in marketing brainstorming sessions; develop and expand content management support for the EcoWorks website; measure and report the results of marketing initiatives; organize and staff marketing events; and monitor all social media platforms for trending news, ideas, and feedback.

#### **International Rescue Committee – Immigration Legal Assistant (Baltimore)**

The International Rescue Committee (IRC) provides opportunities for refugees, asylees, victims of human trafficking, survivors of torture, and other immigrants to thrive in Baltimore and around

Maryland. Under the guidance of IRC immigration staff, the immigration legal assistant will meet with clients to assist with specific applications and forms. The intern will also rack, file, and mail relevant documents, applications, and notices of action and maintain immigration databases. In addition, the intern will ensure that translation services for immigration processes and procedures are provided in a language that is accessible to clients during intakes and application completions.

#### **International Social Service – Case Management Intern (Baltimore)**

International Social Service-U.S. Branch (ISS-USA) is part of a network of social work and social service entities headquartered in Geneva. The network is a nonsectarian, nonprofit international social work agency that provides services and assistance to families separated by borders. ISS-USA accomplishes its mission through the provision of intercountry social services, research, training, technical assistance, and advocacy. The intern will support the Intercountry Case Management team with a range of programmatic and administrative activities. These may include conducting research related to child protection policy and practice, supporting the development of training and promotional materials, supporting outreach efforts to build strategic partnerships, contributing to grant research or submissions, and analyzing internal data related to international case work.

#### **Just Neighbors Immigration Services – Development Intern (Silver Spring)**

Just Neighbors provides free legal services to low-income immigrants, refugees, and asylees. The Development Team manages Just Neighbors grant writing, fundraising, donor communications, social media, and event-planning operations. The intern will assist in any of these areas, based on the interest and skills of the intern.

#### **Maryland Center for History and Culture (Baltimore)**

The Maryland Center for History and Culture (MCHC), formerly the Maryland Historical Society, founded in 1844, is the oldest cultural institution in Maryland. The Center collects, preserves, and interprets objects and materials reflecting Maryland's diverse heritage. There are two intern positions available:

- **Library Intern** – MCHC's H. Furlong Baldwin Library contains 7 million items, including unique historical documents, maps, photography, oral histories, and much more. The intern will be part of the MCHC's team of librarians and archivists and will participate in a variety of projects including: inventorying, researching, and arranging and describing materials, including creating finding aids; and updating and/or creating research guides. This internship is a good match for students with an interest in history, museum or information studies, or related fields. MCHC is looking for candidates with strong research and writing skills, the ability to work independently, and strong communication, organizational, and interpersonal skills.
- **Publications Intern** – MCHC Press has been publishing books and a scholarly journal on Maryland history for more than a century. The intern will contribute to MCHC's inclusion, diversity, equity, and accessibility (IDEA) initiatives by working on the ADA compliance of our digital publications, including producing alt text. In addition, the intern will assist our

Publications staff in research and editorial assignments for the *Maryland Historical Magazine* and MCHC's Style Guide (inclusive language section), including fact-checking, proofreading, updating contributor and award lists, and producing social media content as needed. This internship is a good match for students of languages and literature, history, rhetoric, writing, or publishing. MCHC is looking for candidates with strong research and writing skills and meticulous attention to detail who thrive on feedback and teamwork.

#### **Maryland Municipal League – Conference Planning Intern (Annapolis)**

The Maryland Municipal League (MML) is a membership organization of the 157 cities and towns and villages of Maryland, representing over 2 million Marylanders. MML provides leadership development through educational trainings and advocacy efforts year-round. Municipal staff, elected officials, and various chapters work together to elevate the work of local government across the state. The intern will support the leadership development team as they plan for the Excellence in Leadership annual conference. The intern will learn about emerging issues, connect with subject matter experts, and help plan workshops to support local elected leaders and municipal staff. This position requires strong communication skills, the ability to meet deadlines, and research of perspective speakers and specific issues in government.

#### **Maryland Public Television – Grants Team and Digital Media Interns (Owings Mills)**

Maryland Public Television (MPT) is the Public Broadcasting Service (PBS) station serving the State of Maryland and surrounding areas. Headquartered in Owings Mills, MPT is a producer of both locally and nationally distributed TV programs and digital content. Internship positions include:

- **The Grants Team Intern** will work within the Development Division in the Major and Planned Giving Department. The intern will assist with researching grant opportunities for MPT's environmental programs: *Chesapeake Bay Week*, *Outdoors Maryland*, and *Maryland Farm & Harvest*; conducting grant research for the Media Literacy Initiative; and other projects. The intern will also learn about researching, cultivating, and stewarding donors.
- **Digital Media Intern** will work with the Education Department and Thinkport Team to update digital media and interactive learning toolkits used by PreK-12 teachers. Early childhood resources include PBS KIDS videos, games, and playful learning activities.

#### **Natural Born Champions – Education Program Intern (Baltimore)**

Natural Born Champions provides Baltimore youth from low-income families with a safe and supportive learning environment that provides learning strategies through engaging, project-based curriculum applying math, literacy, and prosocial skills through the lens of entrepreneurship. Programs integrate STEAM curriculum based on common core standards and activities in entrepreneurship where participants promote their products and services at community pop ups, while participants encounter community guest speakers, field trips, social emotional development, sports and recreation healthy meals, and snacks and family workshops.

### **Parks and People – Education Program Intern (Baltimore)**

Parks & People has worked since 1984 to build public-private partnerships that sustain and improve Baltimore's parks and green spaces, with a legacy of investing in projects that revitalize green programs that allow children, youth and adults to learn, grow, and explore their natural environment. As a Parks & People intern, you will be responsible for assisting the Branch Instructor, supervising youth ages 15 - 19 in all aspects of behavior management, team dynamics, and project management. The intern will also assist in program delivery and instruction related to environmental education.

### **Rebuilding Together Howard County – Communications and Marketing Intern (Columbia)**

Rebuilding Together is the nation's largest not for profit organization dedicated to providing the rehabilitation of residential structures for the purpose of providing decent, safe, and affordable housing opportunities for low-income households. Rebuilding Together Howard County (RTHC) provides critical home repairs for low-income homeowners through several programs. Our clients include the elderly attempting to age in place, individuals who are disabled, veterans, and families with small children. The intern will support all related communications and marketing campaigns, community engagement, and special events throughout the year.

### **Your Public Radio Corporation (WYPR): Marketing and Community Engagement Intern (Baltimore)**

WYPR 88.1 FM is a long-standing, reliable source of news, captivating programming and community engagement in the greater Baltimore and Maryland region. The mission of the Baltimore Public Media is to inform, connect and even challenge the listeners we serve in the Metropolitan Baltimore area and the State of Maryland by broadcasting programs of intellectual integrity and cultural merit to provide an unbiased perspective of the events of today and to enrich the minds and spirits of our audience. The Marketing Intern will assist with all aspects of program delivery, including promotion, content creation, social media scheduling and real-time activities, marketing campaigns, and capturing behind the scenes content.



## **BALTIMORE COMMUNITY DEVELOPMENT OPPORTUNITIES**

### **29th Street Community Center – Community Development Intern**

The goal of the 29th Street Community Center is to build and strengthen neighborhoods and people by bringing together residents of Baltimore City through meaningful community building and high-quality enrichment programming for all ages and backgrounds. We have an ambitious vision for our future and cannot wait to share our dreams with all of our community. We currently run an after-school program, free summer camp, and numerous community programs. The intern will assist with attending meeting and taking notes, meeting follow-up, scheduling for the Executive Director,



research grant opportunities, grant writing, managing social media accounts, and assisting with event planning and coordination (Annual Fundraiser, Summer events, and back to school events).

#### **Baltimore Harbor Bank CDC – Community Development Intern**

The CDC is within the Joseph Haskins, Jr. Center for Community and Economic Development and serves as a community hub and connector, helping firms to access various supportive human, organizational, programmatic, and capital resources. The Harbor CDC provides strategic, financial, real estate, and general management technical advisory services to minority- and/or women-owned startups and businesses. The CDC offers group events and workshops as well as one-on-one advisory sessions. Interns will be able to use their analytical skills to improve a company's processes and operations, work closely with the Director of Operations, and coordinate with programs/projects support. The analyst is a vital role whom will help the organization optimize operations, improve efficiency, and increase productivity.

#### **Baltimore Main Streets – Community Development Intern**

The Baltimore Main Streets program is a Baltimore City Mayor's Office initiative offering neighborhood revitalization through customized support and public resources to each Main Street in order to attract new businesses and new jobs to communities. Baltimore has the third largest urban Main Streets program in the United States. The intern will assist with programming for each district's Main Street program. Activities may include marketing and event planning, streetscape improvements, community outreach, grant research and writing, social media updates, and general administrative assignments. Additionally, interns may work on the collection and analysis of data and reports collected from communities to help assess areas of improvement and development opportunities.

#### **Baltimore Oliver Neighborhood Community Association – Community Development Intern**

The Oliver Community Association advocates for the improvement of the Oliver community through beautification, development, traffic calming, and safety initiatives. The Community Development Intern will assist with preparations for community meetings, Baltimore City Planning meetings, outreach to residents, and working with partners throughout the strategic planning process. This may include data collection, creating maps, and preparing presentations.

#### **Belair-Edison Main Street – Community Development Intern**

Belair-Edison Neighborhoods, Inc. (BENI) is a nonprofit community-based organization that works to foster an environment where residents, business owners, and stakeholders feel confident to invest their time, energy, and money. It is a Healthy Neighborhoods and Baltimore Main Streets partner organization, as well as a HUD-certified comprehensive housing counseling agency. The intern will support community engagement activities and improvement through advocacy work, event planning and coordination, social media management and marketing, graphic design, and administrative tasks. Additionally, interns will have the opportunity to work on art installations throughout the community,

attend home buying workshops, and learn how to research and write grants that will help to fund façade improvements, promotional events, marketing initiatives, and merchant activities.

#### **Central Baltimore Partnership – Community Development Intern**

Central Baltimore Partnership’s mission is to galvanize the renaissance of Central Baltimore. It pursues this mission with more than 100 partners, including nonprofits (ranging from small neighborhood associations to large universities and hospitals), businesses (of all sizes), and government agencies active in the 11 neighborhoods of Central Baltimore. The intern will have the opportunity to work on meaningful projects such as food insecurity, trash clean-ups, lighting projects, and after-school programs. In addition, interns will support community events, social media marketing and management, public community meetings, grant research and writing, survey design, data analysis, and administrative tasks.

#### **Dominion Community Development Corporation – Community Development Intern**

The Dominion Community Development Corporation (DCDC) is a nonprofit developer with a focus on mixed-use and affordable housing developments with additional amenities and community services for residents. The mission of DCDC is to transform low- and moderate-income communities into healthy, sustainable places for families to thrive. Interns will have one of two focus areas:

- **Communications** – This intern will support community engagement efforts, marketing and social media production, and special projects related to program management and advocacy.
- **Real Estate** – This intern will support real estate development from concept through the entire life cycle of planning, team solicitation and building, finance planning, entitlements, approvals, and construction and project management.

#### **Downtown Partnership of Baltimore – Community Development Intern**

Downtown Partnership is a membership organization that convenes, advocates, and markets Downtown Baltimore as a destination of choice for people to live, work, visit, and invest. Interns will assist community expansion and development through research and tracking of development projects. Interns may also support community engagement activities through advocacy work, grant research and writing, the design of surveys, collection and analysis of data for use in development projects, and general administrative duties. Interns will support services and events, including public safety and hospitality, beautification initiatives, economic development and advocacy, and marketing and promotions.

#### **Enterprise Community Development – Community Development Intern**

Enterprise is organized around three central goals: to increase housing supply, advance racial equity, and build resilience and upward mobility. To achieve these goals, Enterprise operates across three divisions – Solutions, Capital and Community Development – that unify and leverage a family of purpose-built affiliates to execute our work. Interns working for this nonprofit organization will work on planning and coordinating community events and “library walks.” In addition, Enterprise Interns

assist those searching for employment with job training and assist in planning and working at the annual job fair, helping to prepare and assist community members in advancing their career goals.

#### **Federal Hill Main Street – Community Development Intern**

The mission of Federal Hill Main Street is to create and promote a vibrant business district that meets the needs of both residents and visitors while honoring the community's history. This intern position focuses on working with multiple stakeholders and data sources to assess how well Federal Hill Main Street is meeting the needs of current and future business owners. It involves soliciting input from local stakeholders about what types of businesses would be a good fit, and then identifying and collecting necessary data to create a Market Analysis report with recommendations for types of new businesses. Interns may also assist the organization with community engagement efforts, grant writing, social media management, and event planning.

#### **GEDCO (Govans Ecumenical Development Corporation) – Community Development Intern**

GEDCO is a nonprofit incorporated in 1991 by seven pastors of various denominations along the York Road corridor in the Govans Neighborhood. GEDCO continues to implement its mission of partnering with faith-based and community organizations to provide affordable housing, supportive services, and emergency assistance to community residents. Interns will learn valuable skills related to community outreach and have the opportunity to learn how to write and update contracts, Memorandums of Understandings, and other financial documents. The intern will support programs and services, such as the Real Estate Development program and Community, Older Adult, and Homeless and Supportive Services.

#### **Hamilton-Lauraville Main Street, Inc. – Community Development Intern**

Hamilton-Lauraville Main Street, Inc. provides customized support and public resources to the community in order to attract new businesses and new jobs to the neighborhood. Interns with Hamilton-Lauraville will gain meaningful experience with a local nonprofit organization. Of this organization's many projects, it hosts markets every Tuesday and holds Summer Saturday concerts once a month. Through their Events Committee meetings, interns will learn how to plan and execute events in the local community. Additionally, interns will learn how to create and distribute surveys and analyze data to help the nonprofit determine the best actions for the community.

#### **Healthy Neighborhoods – Community Development Intern**

Healthy Neighborhoods is a nonprofit organization that helps strong but undervalued Baltimore neighborhoods increase home values, market their communities, create high standards for property improvements, and forge strong connections among neighbors. Interns will support community engagement activities through advocacy work and event planning across several communities in Baltimore. Interns will also assist with compiling, analyzing, and reporting loan information in order to create more equitable improvements in the community.

### **Neighborhood Design Center – Community Development Intern**

The Neighborhood Design Center provides the tools, expertise, and partnerships necessary to realize neighborhood visions and supports broad participation in the evolution of the built environment. One Neighborhood Design Center intern will assist with the organization's Wi-Fi project, which will enable Northwest Baltimore public access to Wi-Fi. Another intern has the opportunity to work on fundraising initiatives for the nonprofit organization through event planning and coordination, tracking donor lists and donations, and maintaining contact lists with donors.

### **No Boundaries Coalition – Communications & Community Engagement Intern (Baltimore)**

No Boundaries Coalition is a resident-led advocacy organization serving residents who live, work, and/or worship in Baltimore's 21217 zip code. Our programming includes youth development, civic culture and engagement, and health and food justice. We are seeking an intern to support our Community Organizer and Operations Manager in community engagement and outreach. As an intern, you will support our organization in creating and implementing effective communication strategies. This position will allow you to develop valuable skills in written and verbal communication, social media management, event coordination, and community outreach.

### **Pennsylvania Avenue Main Street – Community Development Intern**

Historic Pennsylvania Avenue Main Street is a nonprofit organization located in the West Baltimore Commercial corridor representing the three low-to-moderate neighborhoods of Upton, Druid Heights, and Penn North. Historic Pennsylvania Avenue was once the heartbeat of the Baltimore's African American Community and a vibrant place of commerce and entertainment and the hub of Baltimore's African American culture. The intern will be responsible for promoting the Historic Pennsylvania Avenue Main Street program's social media presence and community engagement work through grant research and writing, event planning, and administrative tasks.

### **Pigtown Main Street – Community Development Intern**

The mission of Pigtown Main Street is to enhance the commercial corridor by improving aesthetics, promoting branded events, connecting community institutions, and protecting the Pigtown identity. Interns provide support for community engagement through events coordination, social media marketing and management, and grant writing and research. A main responsibility will be the management of the social media accounts of the nonprofit organization. The intern will also work on projects to assist in promoting local businesses and products for sale via their socials.

### **St. Ambrose Housing Aid Center – Housing Support Intern (Baltimore)**

Everyone deserves a place they can call home. With St. Ambrose, that's possible. From young adults to our senior community members, our services offer solutions for finding affordable housing and creating stability and connection throughout the Baltimore region. St. Ambrose serves more than 2,000 households annually through multiple service areas designed to support individual households and strengthen communities. The Housing Support Intern will assist with the coordination of

programs including: Home-sharing; Affordable Rental Options; Preparation for Homeownership; Financial Coaching; and Transitional Housing for Youth.

#### **Southwest Partnership, CDC – Community Development Intern**

The Southwest Partnership (SWP) aims to maintain its vision through productive land uses and partnerships that will maintain a cohesive community. It partners with its neighbors, surrounding communities, city government, area institutions, and businesses on a wide range of projects in the neighborhoods of Barre Circle, Franklin Square, Hollins Roundhouse, Mount Clare, Pigtown, Poppleton, and Union Square. The intern will work with our Physical Development Program Manager and Community Organizer on the SWP's Homeownership Zones and Housing Action Plan. Daily tasks include working with SWP staff and Housing Committee members to create a comprehensive plan to reach out to renters to educate them on the cost benefit of owning versus renting, connecting them to resources to get them ready to buy, and marketing properties for sale in our Homeownership Zone.

#### **Upton Planning Committee – Community Development Intern**

Upton Planning Committee's mission is to inspire ownership and pride in the community by renovating places of historical value. Interns will learn how to research, write, and apply for grants to fund the nonprofit's project goals and programs. Interns will gain experience in meetings documenting minutes, learning how meetings are conducted, and presenting themselves. Additionally, the Fellow will assist in coordinating the popular Billie Holliday Festival, which includes music, food, vendors, sponsors, and much more.

#### **Waverly Main Street – Community Development Intern**

The Waverly Main Street (WMS) intern will support logistics for Waverly Common's activities and events. This includes managing program activations, sponsorship benefits, volunteers, and other event details. The intern will also write draft content for Community Newsletters, Small Biz Updates, and other external communications. The intern will participate in a range of activities, including WMS Board and Committee meetings, community association meetings, and other community-based events. A major project for the next term is to assist the Executive Director in business and merchant outreach to support the upcoming Business Improvement District plans.

#### **West North Avenue Development Authority – Community Development Intern**

The West North Avenue Development Authority in Baltimore City is the economic development agency for the State of Maryland to benefit the neighborhoods of West Baltimore. The Authority initiates and funds comprehensive housing, economic, transportation, and neighborhood development by providing grants and low-interest loans to real estate developers, IT, light-manufacturing, and product production business start-ups, and commercial retail entrepreneurs. The intern will be responsible for developing and implementing comprehensive outreach strategies to engage local businesses, entrepreneurs, and community stakeholders. The intern will also provide

administrative support to the GO WEST Business Program team, including scheduling meetings, maintaining program documentation, and assisting with grant applications.

## QUESTIONS / CONTACTS

If you have any questions, please feel free to contact Pat Mikos or Ann Cotten.

**Pat Mikos, Manager**

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