



County Executive Internship Program Summer 2024

Nonprofit Center @ 41 Community Place Intern
June 2024 - September 2024 (flexible start and end dates)

County Executive Pittman and the County Council approved funding in fiscal year 2024 to build a nonprofit center that will provide capacity-building services to help local nonprofits advance the health and wellness of residents in Anne Arundel County.

The County Executive's Office is seeking a college-level intern to join the Nonprofit Center team for the summer of 2024. The intern will report directly to the Executive Director of the Nonprofit Center, and will play an integral role in the development and execution of the Center's activities. This position includes a combination of in-person work at the Arundel Center in downtown Annapolis as well as remote work. Access to reliable internet and transportation is required.

Responsibilities:

- Research best practices, similar nonprofit services and local community needs
- Coordinate professional development programs and evaluation activities
- Correspond with organizations, county agencies, and the public
- Assist with events, communications, and public engagement
- Assist with development of selection criteria for participation at the Center
- Ensure the Nonprofit Center's website remains current by writing articles, maintaining the Nonprofit Events Hub, and collecting resources
- Design materials for events, conferences, and other activities
- Attend various meetings and record meeting minutes
- Offer insight and varied perspectives on issues

Qualifications:

- Strong written communication and interpersonal skills
- Interest in nonprofit management, health and human services, and/or civic engagement
- Knowledge of Anne Arundel County
- Proficiency with Google Suite
- Ability to interact and build professional relationships virtually and in-person
- Current Graduate or Undergraduate Student
- Cumulative GPA of 3.0 or better

Benefits of Participation:

- Working with director-level government staff and networking with the county's nonprofit leaders
- Gaining a better understanding of the needs and challenges of our county's residents
- Building program development and evaluation skills
- Earning \$16 per hour / 30 hours per week

Applications will be accepted until the position is filled. Review of applications will begin May 15, 2024.

To apply: Submit the county's [internship application](#), a resume, cover letter, and transcript to Recruiter@aacounty.org.