



POSITION TITLE: Community Development Intern

Start Date: Winter/Spring 2022

Hours of Work: 20-30 hours/week

Paid Internship - \$15 to \$18/hour

Arundel Community Development Services, Inc. (ACDS) is a private, nonprofit organization committed to creating affordable housing opportunities and improving the lives of low income individuals in Anne Arundel County through community development. We are seeking an enthusiastic intern to support our Planning department and provide creative ideas to help achieve our goals. This is a paid 10 to 12 week internship for approximately 20 hours per week. There is some flexibility with hours within the normal work day. Some remote work may be permitted.

As a Community Development intern, you will collaborate with our Planning team to assist with our grants management work, including assistance with the following tasks: (1) monitoring grantee performance; (2) performance measure collection and report preparation; (3) ensuring and maintaining file compliance; (4) assisting with communicating grantee and organizational accomplishments through social media postings, website updates and blog posts; and (5) assisting with grant application and review processes. The position will also help support housing and community development policies and initiatives including assisting with plans and reports, professional convenings and community development projects.

This internship will provide you with an understanding of community development as well as hands-on experience with the planning process. This internship is ideal for someone interested in non-profit management, public service and grant administration, and/or the housing and community development field.

Job Responsibilities

- Collect qualitative and quantitative data and documents from stakeholders.
- Assist with organizing outreach efforts, including community meeting and focus group logistics.
- Support grant management by establishing files, reviewing invoices, and assisting in grant monitoring activities.
- Assist in developing and implementing grant application and review processes.
- Support the Planning team in daily administrative tasks such as filing and record keeping.
- Develop blog/web and social media posts to highlight community development and affordable housing accomplishments.
- Attend community meetings and actively take minutes as an ACDS representative and provide meeting support.

Requirements

- Strong motivation to learn along with professional drive
- Passion for community development and public service
- Excellent verbal and written communication skills
- Familiarity with social media campaigns
- Current enrollment at a college/university.
- Ability to commute to our Annapolis office for the duration of the internship

How to Apply

To apply, please email your résumé and cover letter explaining your interest in this position to hrresumes@acdsinc.org.

Arundel Community Development Services, Inc. is an Equal Opportunity Employer