NOTE: These positions are part of the JHU Center for Social Concern's In Community Interns Federal Work Study Program, which will do the hiring, process payroll, conduct trainings, and facilitate regular check-ins with interns and their site supervisors. Some work may take place virtually, but there is the expectation that participants will complete some work at our community partner sites.

To be considered for a position, applicants must first apply through University Experiential Learning’s SMILE platform, and additional application questions must then be submitted through Hopkins Engage. You may express preference in a position on the application, however there is no guarantee of a position with that organization.

Undergraduates of all majors are eligible to apply. All positions require a full Federal Work Study award of $2700. Accepted candidates will be compensated $15/hour and will be required to work 5 hours each week of the fall and spring semesters with their partner, as well as participate in monthly 2-hour training and reflection sessions with the CSC and members of the In Community Interns cohort. Trainings will focus on CSC core areas of Civic Engagement, Baltimore history and social issues, Active Citizenship, and Cultural Humility.

2022-2023 Positions
29th Street Community Center

Overview: The mission of the 29th Street Community Center is to serve children, youth, and families in its surrounding neighborhoods through accessible and year-round after school, evening, summer programming and employment/leadership opportunities. The Center strives to provide community building for neighbors of all ages through hosting free and low-cost programming, events, initiatives, and conversations with diverse audiences about critical issues facing Baltimore City.

Address: 300 E. 29th St.
Website: https://www.facebook.com/29thStreetCommunityCenter/
Job Title: Community Center Assistant
Preferred Schedule: Flexible. Later afternoon hours are preferred (Monday-Friday) within the hours of 3:30-6:30

Position description: To support the 29th Street Community Center with its operations and programming, events, fundraisers, and initiatives.

Duties and responsibilities:
- Administrative Tasks
  - Support with sign in/out process for programming and events
  - Monitoring the front door
- Event Planning and Outreach
  - Assist staff with social media outreach and content creation
  - Support with creating flyers for events
  - Identify and reach out to groups, organizations, and institutions for Center events and programming
- Programming and Initiatives
  - Support staff with running direct programs (after school and community programming)
  - Research and propose programs, initiatives, partnerships, and resources that the Center should provide

**Required skills:**
- Flexibility to go with the flow
- Communication (ability to communicate with a diverse group of people)
- Ability to problem solve and think on your feet
- Desire to learn and pitch in where needed

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**901 Arts**

**Overview:** 901 Arts is a grassroots volunteer supported community arts center that provides free art and music programs to over 100 neighborhood youth a year.

**Address:** 902 Montpelier St, Baltimore, MD 21218

**Website:** [http://www.901arts.org](http://www.901arts.org)

**Job Title:** Office Assistant

**Preferred Schedule:** Monday-Friday between the hours of 9am-5pm. Preferably splitting the 5 hours over 2 days

**Position description:** Assist in tasks necessary to running a small arts nonprofit. Assist with after school program delivery, outreach, organizational projects, fundraising, data collection, event planning, and general maintenance.

**Duties and responsibilities:**
- Assist with social media posts (Facebook and Instagram)
- Create outreach/promotional materials (knowledge of Adobe or Canva or other graphic design programs desired)
- Organize and file digital data, photos, videos, and documents (working knowledge of Google Drive desired)
- Assist in graphic layout of mass emails (working knowledge of MailChimp desired)
- Update mailing list
- Enter data (working knowledge of Excel desired)
- Assist filling out check requests and invoices
- Assist in researching and applying for grants and editing/writing grant reports

**Required skills:** Able to communicate if unable to complete work or need more direction on an assignment.

**Desired skills:** Passion and/or talent in the arts (music, visual art, poetry, dance, theater, etc), patient with children, interested in non-profit management, interested in social justice, community organizing.

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**Charles Village Community Benefits District**

**Overview:** The Charles Village Community Benefits District Management Authority (CVCBD) is a special taxing district located in a 100 square block area of north Baltimore. With a population exceeding 11,000 and with more than 800 businesses, it is home to four neighborhoods: Abell, Charles Village, Harwood, and Old Goucher (and parts of two others: Remington and Barclay) and three business associations: Charles Village Business Association, Old Goucher Business Alliance and Waverly Main Street. The
CVCBD provides supplemental sanitation and safety services, supports community events, recreational activities, and the development of amenities such as green spaces, and promotes the district as a good place to live, work and play.

**Address:** 2334 St. Paul St.

**Website:** [https://www.charlesvillage.org](https://www.charlesvillage.org)

**Job Title:** Community Engagement Specialist

**Preferred Schedule:** The person selected for this position will perform his/her/their day to day service at the partner site and serve on average 5 hours per week. Normal business hours are from 7:30am – 4:30pm, Monday – Friday. It is expected that the person will be flexible as oftentimes service requires some evenings and weekends.

Students are expected to attend and participate in all CVCBD sponsored activities including but not limited to:

- Community events hosted by or partnered with CVCBD;
- Participate in all Safety Advisory Council monthly meetings;
- Engaging in any other CVCBD events, trainings, and meetings as determined by the CVCBD office.

**Position description:** Charles Village Community Benefits District Management Authority is seeking a work study student to serve as a Community Engagement Specialist. The selected student will complete tasks that support the Charles Village Community Benefits Districts safety program’s wellness initiatives and community engagement strategy.

**Duties and responsibilities:**

Conduct comprehensive and extensive community outreach focused on understanding the communities’ needs and interests. The goals of this outreach are to:

- Define safety, community wellness, justice, equity, diversity and inclusion (JEDI) as pertains to these neighborhoods
- Identify major issues, areas of concern, and needed improvements

Actively engage with the communities, non-profit and government partners in order to:

- Expand the existing substantial and engaged volunteer base
- Identify existing partners’ strengths and abilities to collaborate on these efforts

In performing these activities, the CVCBD anticipates that the person in this position will achieve the following goal(s):

- Significantly contribute to a community needs assessment or implement community solutions making the host organization more effective and or efficient in serving residents.
- Increase the number of constituents connected to the Benefits District through multiple communication and engagement vehicles.
- Improve the communication tools efficacy to reach the diverse demographic with the Benefits District.

The successful candidate will be provided with a work-plan at the onset of service and training needed to achieve the goal(s).

**Required skills:**

- Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods, and individuals experiencing homelessness
- Ability to work independently and in a team environment
- Excellent computer skills
- Good written and oral communication skills
- Ability to work a flexible schedule (some night and weekends may be required for community engagement)
- Willingness to learn
- Ability to follow directions, but also offer suggestions on the direction of the project
- Detailed oriented

The Community School
Overview: The Community School is an academic and mentoring high school based in Remington for people who want to advance their education, improve their lives, and better their community.
Address: 2939 Huntingdon Ave.
Website: https://tcshighschool.org/
Job Title: Teaching Assistant
Preferred Schedule: Mondays-Thursdays 9:00 A.M.-4:00 P.M.
Position description: If you are interested in being a vital part of a community-founded and operated organization, this is the position for you. We are looking for TAs to assist in the daily operations of the school with a focus on classroom support and curriculum development.

Duties and responsibilities:
- Checking math work and tests with answer key
- Producing powerpoint presentations for class
- Researching videos for enrichment of curriculum
- Making copies and preparing packets for students
- Assisting teachers and students as needed

Required skills:
- Excellent work habits as a role model for the students
- Dependable, punctual, and able to follow direction
- Detail-oriented and thorough
- Excellent oral and written communication skills

Greenmount West Community Association
Overview: The mission of NGWCA is to improve the standard of living, quality of life and economic status regardless of gender, creed, culture, or class for ALL Greenmount West residents. All community members are welcome to join the work of the New Greenmount West Community Association.
Address: 1634 Guilford Ave.
Website: http://www.greenmountwest.org/
Job Title: GWCA Intern
Preferred Schedule: Mondays or Wednesdays 8-10 am, Fridays or Saturdays 9 to 11 am
**Position description:** Support neighborhood grocery delivery to 60 households on Wednesdays and support the neighborhood’s Aspen Institute-funded solar lights project for neighborhood homeowners, and some weekly administrative needs (database and website management). Will include community organizing training with BUILD (Metro IAF affiliate)

**Duties and responsibilities:**

**Civic Engagement**
- The intern(s) will update a slide deck weekly with current civic engagement and personal development opportunities to be used by Teaching Artists across schools.
- The intern(s) will secure a process for students to get Service Learning Hour Credit for club participation and assist with planning our annual youth poetry festival and other civic engagement projects.

**Community Resource Guide**
- Intern(s) will summarize scholarship and post secondary training opportunities by consulting with local and national partners who do immersive mentoring, guidance counseling and coaching.
- Intern(s) will further develop our community resource guide and help us design a check-in process.

**General**
- Interns will attend clubs and attend staff meetings as necessary.
- Lead an awareness campaign so Teaching Artists and youth take advantage of the civic engagement opportunities and community resource guide

**Required skills:**
- Strong written and good oral communication skills
- Independent research

**Desired skills:**
- Canva or Photoshop
- Excel and PowerPoint
- Any knowledge of Baltimore communities is a plus

**Hampden Family Center**

**Overview:** The Family Center has served as a “hub” for community activities in Hampden for 25 years. We provide programs and support services for all who live, learn and work in the community. Here, children enjoy after-school and summer enrichment programs. Adults can participate in literacy classes to brush up on their math, reading and writing skills in preparation for the GED class and exam. And seniors from the community can enjoy monthly lunches with their peers. In addition, we offer emergency and benefit assistance programs.

**Address:** 1104 West 36th Street

**Website:** [https://hampdenfamilycenter.org/](https://hampdenfamilycenter.org/)

**Job Title:** Youth Program Coordinator

**Preferred Schedule:** Flexible with at least 1 afternoon hour with virtual youth enrichment program

**Position description:** This is a five hour/week position responsible for assisting youth enrichment programs at the Hampden Family Center, a community-based organization in Baltimore City. The
coordinator will work closely with the Program Manager to assist with developing enrichment activities for students ages 6-13 and maintaining databases of student information. They will also work with the Center’s wide variety of partner organizations across Baltimore City to coordinate programs and resources for our youth enrichment program.

**Duties and responsibilities:**
- Work with Program Manager and Program Coordinator to support in person after school programs daily activities, and students.
- Identify resources and potential partner organizations to enhance program success, and the Center’s ability to meet community needs.
- Create a positive learning environment using role-modeling, respect and effective behavioral management techniques.
- Collect and review data for program evaluation.

**Required skills:**
- Understand and be committed to the overall philosophy of the Center.
- Ability to relate to people of diverse educational, cultural, and economic backgrounds.
- Ability to work independently as well as a team member and leader.
- Effective written and verbal communication skills; priority management.

**Desired Skills:**
- Knowledge of child development and learning theory.
- Knowledge of program evaluation techniques and principles.

**Made in Baltimore**

**Overview:** Made in Baltimore supports makers and manufacturers in Baltimore City, connecting businesses to the tools they need to grow, create jobs, and strengthen our local economy.

**Address:** 3103 N. Charles St. (no physical space)

**Website:** [https://madeinbaltimore.org/](https://madeinbaltimore.org/)

**Job Title:** Data Visualizer

**Preferred Schedule:** Monday, Tuesday, or Wednesday business hours

**Position description:** The data visualizer would create graphics based on MIB data sets for public communication purposes

**Duties and responsibilities:**
- Create charts, graphs, and other data visualizations based on existing data about MIB member businesses and MIB Store sales histories
- Format visualizations for use in public marketing materials
- Other duties as needed.

**Required skills:**
- Strong data management and visualization skills
- Strong competency with Google Sheets, Microsoft Excel, and design software (Adobe, Canva, etc)
- Basic graphic design and layout skills

**Desired Skills:**
- Highly organized
Village Learning Place
Overview: The Village Learning Place provides free access to 20,000 books and online resources for over 7,000 Baltimore City residents. We offer an excellent children's collection, and 75 magazines and newspapers. The library also provides public access to free WiFi and Internet-connected computers.
Address: 2521 St. Paul Street
Website: https://www.villagelearningplace.org/

Position 1
Job Title: Classroom Assistant
Preferred Schedule: LINK After School program takes place Monday-Friday, 2:15-5:30pm
Position description: Classroom Assistants work closely with the Academic Teachers to provide assistance in delivery of the LINK After School program
Duties and responsibilities:
Under the direction of the Academic Teacher performs the following functions including, but not limited to, these activities:
- Provides academic support for students by assisting Teacher to deliver lessons in reading, math, and science
- Will work one-on-one or in small groups with students to help strengthen academic areas
- Will help to set up and break down educational activities, equipment, and manipulatives
- Models positive social behavior and ability to foster good relationships with children, parents, and families
- Helps ensure that classroom procedures and policies are followed
- Successfully completes and implements behavior management policy, in accordance to program expectations
- Works as part of a team to achieve the VLP’s Mission and to integrate the VLP’s Core Principles in all efforts
- Provides a high level of customer service to parents, partners, library patrons, and the general public
- Performs other related duties as assigned

Required skills:
- Passion for working with urban youth
- Experience working with students in an urban setting (or related experience) is preferable
- Excellent interpersonal communication skills for working with both children and adults
- Willingness to learn, attention to detail, ability to keep commitments, and the capacity to help others
- Patience, flexibility, initiative, creativity
**Position 2**

**Job Title:** Library Associate  
**Preferred Schedule:** 4-5 hours per week

**Position description:** The Library Associate works closely with the Library Coordinator and the Director of Library Programs & Services to provide library services to the community as well as information about all programs and events offered by the VLP.

**Duties and responsibilities:**
- Opens and closes library using proper security procedures
- Works at public reference desk assisting customers in locating materials, finding information and accessing resources, including internet and electronic resources
- Maintains library collection including periodicals. Plans and changes book displays
- Implements established library policies and procedures
- Assists with program registration and preparing the library space for events and activities
- Supervises and assigns tasks to library volunteers and work study students (as applicable)
- Provides a high level of individualized customer service beyond the circulation desk, such as assisting children with homework or school projects and helping adults with resume writing

**Community Outreach**
- Assists in promotion of VLP programs and in participant recruitment
- Positively represents VLP in community through school visits, festivals, and other special events
- Provides a high level of customer service to parents, partners, library patrons, and the general public
- Interacts with youth in a positive, restorative manner

**Staff Collaboration**
- Works as part of a team to achieve the VLP’s Mission and to integrate the VLP’s Core Principles in all efforts
- Contributes to “All Staff” and “All Program Staff” events as needed
- Attends staff meetings and regularly meets with library staff (as applicable)
- Addresses email requests and any phone messages in a timely manner
- Opens and closes library and 2510 building using proper security procedures

**Required skills:**  
- Passion for working with urban youth  
- Experience working with students in an urban setting (or related experience) is preferable  
- Excellent interpersonal communication skills for working with both children and adults  
- Willingness to learn, attention to detail, ability to keep commitments, and the capacity to help others  
- Patience, flexibility, initiative, creativity
Wide Angle Youth Media

Overview: Through media arts education, Wide Angle Youth Media cultivates and amplifies the voices of Baltimore youth to engage audiences across generational, cultural, and social divides. Our programs inspire creativity and instill confidence in young people, empowering them with skills to navigate school, career, and life. Since 2000, Wide Angle Youth Media has worked with over 5,500 youth from across Baltimore City who have produced hundreds of digital media projects about their lives and communities.

Address: 2601 N. Howard St. – Suite 160
Website: https://www.wideanglemedia.org/
Job Title: Administrative Assistant
Preferred Schedule: Monday – Thursday 4-5 p.m.

Position description: The successful candidate will have a passion for working with and mentoring youth, and will find joy in project management and systems organization and the day-to-day behind the scenes moments that make our program possible. The position’s tasks include monitoring program logistics including entering student attendance data, and managing schedules, communicating with vendors and clients, and ensuring that project deadlines are met in a timely manner.

Duties and responsibilities:

- Assisting with a range of administrative duties such as the collection or student timesheets, food vendor paperwork, grant mandated paperwork, meeting minutes, and incentive program.
- Organizing, attending, and participating in various meetings.
- Documenting and following up on important actions and decisions from meetings as assigned.
- Reviewing and editing the copy for presentation materials.
- Providing other administrative support as needed.

Required skills:

- Exceptional verbal, written, and presentation skills.
- Exceptional communication and interpersonal skills.
- Ability to work effectively both independently and collaboratively.
- Competency in Microsoft applications including Word, Excel, and more.
- Knowledge of file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines in a fast-paced, high-energy work environment.
- Willingness to take on any task or challenge that may arise with a solution-oriented approach.