MARYLAND DEPARTMENT OF AGING INTERNSHIP APPLICATION

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| Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Field of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Semester Applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Agency/Facility: [Maryland Department of Aging](https://aging.maryland.gov/pages/default.aspx)  Internship Location: 301 W. Preston Street, Suite 1007, Baltimore, MD 21201 |
| **Internship Description:**  The Maryland Department of Aging through its Longevity Ready Maryland (LRM), a multisector plan on aging initiative, aims to transform how services and systems approach aging by fostering coordination among state agencies, local communities, and  various sectors. The goal is to prepare for the growing number of older adults in Maryland communities by coordinating across state agencies and local communities to transform how our systems and services approach aging in Maryland.  The role of the intern will be to provide logistical support for stakeholder engagement efforts, including assisting staff to contact state and community partners, schedule and facilitate partner engagement efforts, convening stakeholders, research available programs and services. The intern will assist in the collection and sharing of relevant data. The intern will gain valuable experience in partnership building, project management, community engagement, and data collection.  **Objectives:**   * **Partnership Building:** Participate in efforts to strengthen partnerships between state government, service providers, community organizations, nonprofits, academia, and the private sector to support community-driven action. * **Collaborative Planning:** Engage with state and local partners to enhance innovation and coordination between government and community-based nonprofit organizations. * **Evaluation:** Support efforts to enhance the ability of the Maryland Department of Aging to make data-driven decisions and track progress towards a more longevity-ready Maryland.   **Time Commitment:** Interns are required to commit to at least one semester (3 months or 12 weeks). The opportunity to extend the duration of the internship may be available. Participants may select to work either 20 hours per week for 12 weeks for a total of 240 hours, or 10 hours per week for 12 weeks for a total of 120 hours.  **Teleworking hours worked must be between 8 A.M. to 6 P.M, Monday-Friday.** |
| **Salary:** This is an unpaid internship. College credits may be arranged upon request. |
| **Job Duties/Responsibilities**  As a result of this internship opportunity, students will:   1. Assist in the planning, scheduling, and implementation of stakeholder engagement efforts, such as committee meetings, policy roundtables, networking events, community planning sessions, and others. 2. Assist with mapping and identifying prospective partners, funders, services, and resources across sectors and agencies relevant to a longevity ready Maryland. 3. Assist in identifying and compiling data from community partners, events, existing state and national datasets. 4. Contribute to project management tasks using Smartsheet. 5. Develop and enhance professional soft skills, including communication, organization, and time management. |
| **Requirements:**  ● Currently enrolled in an accredited university ● Strong organization, communication, and interpersonal skills ● The ability to prioritize time-sensitive assignments and meet deadlines  ● Proficient in Microsoft Office Suite |
| **Certification:**  **Do you have U.S. citizenship or a permanent resident card? Yes \_\_\_\_ No\_\_\_\_\_**  By checking this box, I certify that I have read and understand the information listed above.  **How to Apply:** Please send this application, a resume, and cover letter to [mdoa.marylandaccesspoint@maryland.gov](mailto:mdoa.marylandaccesspoint@maryland.gov)with the subject “First Name Last Name - Intern Application”. A phone interview may be requested after the review of your application.  **Questions About the Internship:** Please direct all questions about the internship to [mdoa.marylandaccesspoint@maryland.gov](mailto:mdoa.marylandaccesspoint@maryland.gov)  or call 410-767-0755 for more information. |