



## Impact Interns: Summer 2021

### Organization Information

Organization Name:	Joe's Movement Emporium
Address:	3309 Bunker Hill road, Mount Rainier MD, 20712
Website:	www.joesmovement.org
Organization Description:	Established in 1995, Joe's Movement Emporium is a cultural arts hub that acts as a catalyst for creativity and economic opportunity. Based in Mount Rainier, Maryland in the Prince George's Gateway Arts District, Joe's serves more than 70,000 visitors annually. Joe's has five arts-based youth programs that bridge the creative divide between under-resourced families and those with means. Through programs and productions in education, performing arts, and work readiness, Joe's integrates progressive education, creativity, and youth development.
Intern Supervisor: (Name, title, email)	Toni Salmi, Development Coordinator, toni@joesmovement.org

### Position Description

Internship Time Period (include projected dates):	<input type="checkbox"/> Summer 2021 Internship dates: June 1 <sup>st</sup> to August 13 <sup>th</sup>
Hours Per Week:	20 hrs
Number of Weeks:	13 weeks
Undergrad/Grad Intern eligibility:	<input checked="" type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate
Internship Description and Duties:	<p><b>Research &amp; Development Assistant</b></p> <p>A research and development (R&amp;D) assistant perform a number of highly important roles within our organization. They are responsible for research, planning, and implementing new programs and protocols into our organization and overseeing the development of new products and/or services.</p> <ul style="list-style-type: none"> <li>• Gather information for the annual Cultural Data Arts Project</li> <li>• Serving on the planning team for Joe's fundraising events (specific tasks TBD)</li> <li>• Writing development-focused social media posts for the newsletter.</li> </ul>



# DO GOOD INSTITUTE

2105 Susquehanna Hall  
College Park, MD 20742  
Email: dogood@umd.edu  
Web: dogood.umd.edu

	<ul style="list-style-type: none"><li>• Work a marketing strategy for the development department</li><li>• Attending and reporting on virtual and live performances and workshop</li><li>• Worked together with the Development Coordinator - Data Analyst to create a process to get an event on the calendar, identify donors in attendance and create a follow up email strategy.</li><li>• basic ins and outs of PatronManager (how to enter donations into PatronManager, pull reports, qualify contacts, etc.)</li><li>• Sit in on a bi-weekly meeting with Elevate to learn about Joe's grant process</li><li>• Responsible for overseeing the entire development process of new programs within the organization, from the initial planning phase to implementation or production.</li><li>• keep track of all the costs related to the creation of these new programs</li><li>• Identify what ideas are worth pursuing.</li><li>• closely supervise every step of the development process for new programs or current programs</li><li>• Make sure that our Organization is up-to-date and current with the most advanced R&amp;D developments.</li><li>• Cover administrative responsibilities</li></ul>
Description of long-term project the Impact Intern will	



# DO GOOD INSTITUTE

2105 Susquehanna Hall  
College Park, MD 20742  
Email: dogood@umd.edu  
Web: dogood.umd.edu

<p>lead or substantively contribute to:</p>	<ol style="list-style-type: none"><li>1. Gather information for the annual Cultural Data Arts Project;</li><li>2. Serving on the planning team for Joe's fundraising events (specific tasks TBD)</li><li>3. Writing development-focused social media posts for the newsletter. Ideally with a marketing strategy for the development department.</li><li>4. Attending and reporting on virtual and live performances and workshops.</li><li>5. Create a process to get an event on the calendar, identify donors in attendance then creating a follow up email strategy.</li><li>6. Basic ins and outs of PatronManager (how to enter donations into PatronManager, pull reports, qualify contacts, etc.)</li><li>7. Sit in on a bi-weekly meeting with Elevate to learn about Joe's grant process.</li></ol>
<p>Qualifications and/or skills desired:</p>	<ul style="list-style-type: none"><li>● be able to see the big picture as you will have to envision projects from start to finish</li><li>● having a keen ability to pay attention to details</li><li>● Leadership and managerial skills</li><li>● ability to communicate well</li><li>● A strong sense of creativity</li><li>● solving problems creatively.</li></ul>



# DO GOOD INSTITUTE

2105 Susquehanna Hall  
College Park, MD 20742  
Email: dogood@umd.edu  
Web: dogood.umd.edu

This position requires specific clearances, background checks, or specific documentation upon hiring. Please list requirements or write Not Applicable.	none
The following information is required from the intern:	<input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter <input type="checkbox"/> Writing Sample <input type="checkbox"/> Other: _____
Interviews will be conducted via the following methods:	<input checked="" type="checkbox"/> Zoom <input type="checkbox"/> Google Hangouts <input type="checkbox"/> WebEx <input type="checkbox"/> Other: _____