
- Altarum Institute - Health Communications Intern
- Cheryl C. Kagan, MD State Senate - Legislative Intern
- Marice Morales, MD State Delegate - Legislative Intern
- Kid Museum - Social Media & Blogging Intern
- AllCounted, Inc. - Intern for Marketing and Website Management

---

**COMMUNITY MINISTRIES OF ROCKVILLE**

Community Ministries of Rockville (CMR)

The following 4 internships with CMR all qualify for the internship scholarship fund.

**Marketing & Communications Intern**

Duties:

- Website maintenance
- Manage Social Media accounts (Facebook & Twitter)
- Write press releases
- Expand press coverage opportunities
- Update marketing material
- Develop communications plan

Requirements
• Strong verbal and writing skills
• Experience with Constant Contact Preferred

Hours: 8 hrs/week minimum; Monday - Friday 9:00 am - 5:30 pm

Event Planning Intern

Duties
• Assist with all aspects of fundraising & event planning

Requirements
• Strong verbal, organizational and interpersonal communication skills
• Proficient with Excel & other computer databases

Hours: 8 hours/week minimum; Flexible schedule - some events of nights & weekends

Social Work - Eldercare

• Interest in working with elderly
• Assist Elderly Ministries Program with client case management
• Provide range of services to help low-income seniors in the City of Rockville
• 8 hours/week minimum

Social Work - Intake Coordinator

• Hands-on internship serving in the Rockville Emergency Assistance Program (REAP) providing financial assistance to residents coping with eviction, utility termination, or perscription assistance
• Training provided
• Bilingual in English & Spanish highly encouraged
• 4-8 hours/week minimum

To apply send your resume & cover letter with the subject line: CMR Intern - [INTERN TYPE] to usgcareerservices@umd.edu
Altarum Institute

Health Communications Intern

Main projects will be to support www.actiontoquit.org and www.aspirinproject.org

Requirements

- Highly organized
- Independent & self-motivated
- Fast learner
- Strong written communication skills
- Proficient in Microsoft Office
- Comfortable with Internet research
- Web management - knowledge of WordPress a plus

Hours: 12 - 30 hours/week
Salary: $12.00 - $15.00/hour

Location: Rockville, MD; 2 blocks from White Flint Metro stop

Log onto your USG Career Connector account to apply

Cheryl C. Kagan, MD State Senate, District 17

Legislative Assistant Intern

- Prepare, record & report testimonies
- Attend committee hearings & briefings
- Respond to constituent inquiries
- Strong writing skills & attention to detail
- Proficient in Word, Excel, Google Docs, database management and data entry
- Personal transportation is required, free parking available

Eligible for the Internship Scholarship Fund

To apply send your resume & cover letter (include details of your availability) with the subject line Kagan Internship to usgcareerservices@umd.edu

---

Marice Morales, MD State Delegate, District 19

Legislative Assistant Intern

- Research & policy writing
- Constituent services & Legislative support
- Events & Social Media management
- Personal transportation is required, free parking available.

Eligible for the Internship Scholarship Fund

Application: Resume & Essay describing your area of study and an experience that speaks to your interest in public service (2 pages, double spaced)

To apply send your resume & essay with the subject line Morales Internship to usgcareerservices@umd.edu
Kid Museum - Social Media & Blogging Intern

Duties

- Write weekly blog posts about museum activities
- Keep all social media accounts up to date
- Update website content when needed

Requirements

- Strong writing skills
- Familiar with Wordpress
- Prior blog experience a plus
- Knowledge of graphic design, Adobe Creative Suite and web languages

Eligible for the Internship Scholarship Fund

To apply send your resume, cover letter and mock blog post with the subject line Kid Museum Internship to usgcareerservices@umd.edu

AllCounted, Inc.

Intern for Marketing and Website Management

Responsibilities
• Work closely with and take directions form the staff in marketing department
• Help identify prospective customers and participate in the direct marketing effort
• Develop the company's information and activities on social media
• Collect, organize, analyze and prioritize customer needs
• Reach out the prospective customers
• Monitor user activities and content created at the company's website
• Provide responses to customer requests
• Perform website testing and write needed documentation
• Other duties as assigned

Qualifications

• Time management
• Good written and verbal communication skills a must
• Experience with social media preferred
• Proficient in Microsoft Office
• Flexible and reliable
• Quick Learner

Hours: average 15 hours/week; most done in Rockville, but some can be completed from home

Eligible for the Internship Scholarship Fund

Log onto your USG Career Connector account to apply