

MHCDO

VACANCY ANNOUNCEMENT

Marshall Heights Community Development Organization, Inc.
3939 Benning Road, NE
Washington, DC 20019

www.mhcdo.org

CONTACT PERSON:

Donna Baskerville, Operations & Administration Supervisor
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COMPANY PROFILE:

The Marshall Heights Community Development Organization (MHCDO) is a nonprofit community-based organization that has undertaken community development activities in the Ward 7 area of Washington, DC since 1979. MHCDO's mission is to help grow Ward 7 into the District of Columbia's most welcoming, prospering, livable community for everyone.

POSITION TITLE: Intern
DIVISION: Administration
SALARY: Non-Paid
LOCATION: 3939 Benning Road, NE
Washington, DC 20019

OPENING DATE: April 20, 2018
CLOSING DATE: Until Filled

AREA OF CONSIDERATION: DC / Ward 7 / Region / USA

SUMMARY: The Marshall Heights Community Development Organization, Inc. (MHCDO) is a non-profit community-based organization that has undertaken community development activities in the Ward 7 area of Washington, DC since 1979. MHCDO's mission "statement" is to help grow Ward 7 into the District of Columbia's most welcoming, prospering, livable community for everyone.

This internship is open to all majors; emphasis on Budget Formulation and Financial Management, Legislative Affairs/Lobbying, Strategic Planning and Performance Management, Community Development and Planning, Small Business Development, Workforce Development, Economic Development, Marketing, Legal Counselling, Fundraising and Grants writing.

DESCRIPTION:

- Provide administrative, logistic, and project support on various projects.
- Review documents and presentations.
- Assist with developing creative ideas for a social media marketing strategy.
- Good written communication skills for posting marketing announcements on the website, blog and social media.
- Assist with business development activities.
- Support proposal activity with research.

- Provide research on various issues and topics regarding community development.
- Collaborate closely with senior leadership to support key initiatives and evaluate potential business opportunities.
- Apply creative problem-solving skills to strategic initiatives; communicate insights and synthesize conclusions into recommendations.
- Build financial models; conduct high-quality business, market, and competitor analyses; help identify and assess existing and new market initiatives.
- Attend company functions and networking events.
- Shadow multiple office positions and train in a variety of tasks.
- May complete other projects, depending on availability and intern's interest.

QUALIFICATIONS:

Current college/grad student or recent graduate. Superior written and verbal communications skills. A self-starter with demonstrated ability to effectively work toward multiple priorities in a fast-paced, deadline drive work environment. Strong research and writing skills. Detailed-Oriented. Proficiency in all areas of Microsoft Office to include Outlook, Word, Excel and PowerPoint. Social Media Savvy. Ability to be creative, have fresh ideas and bring a unique perspective.

HOW TO APPLY:

Interested parties should submit a resume and three references to:

Marshall Heights Community Development Organization, Inc.
Attn: Donna Baskerville
3939 Benning Road, NE - Washington, DC 20019
(202) 396-4106 (fax) or dbaskerville@mhcdo.org

MHCDO is an Equal Opportunity Employer