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Summer 2025 Impact Interns Position Description

Organization Information

Organization Name: Maryland LCV Education Fund

Address: 30 West St Suite C Annapolis MD 21401

Organization Website: www.marylandconservation.org

Organization Description: Maryland LCV Education Fund will celebrate its 25th anniversary in 2025. For 25 years, the Maryland LCV Education Fund has been dedicated to educating people in Maryland to become informed and inspired environmental advocates and voters. Our mission is to educate and activate people to take equitable and just political action for clean water, healthy air, and climate-resilient communities. Together, we are working toward a healthy environment for everyone in Maryland.

Position Logistics

Intern Preference: No preference

Start and End Date: May – August

Hours per Week: approximately 20

Number of Weeks: approximately 10

Expected Daily Hours: Flexible, but during the 9-5 workday, occasional event in the evening or weekend with advance notice and planning

Important Availability Dates: *N/A*

Location: Hybrid of in-person and remote work (1-2 in-person days each week)

Position Information

Core Technical Skill Set:

- Communications - includes writing, copy editing, and public speaking
- Research - includes academic research, landscape analysis, and compiling recommendations and issue histories

General Duties and Responsibilities:

- Research and document county and local government policies on sustainability, climate and stormwater management
- Identify common or similar policies in multiple jurisdictions
- Research funders of environmental and sustainability organizations and projects
- Assist with planning for summer environmental and sustainability summer community outreach events
- Familiarize yourself with Maryland LCV's mission and vision

- Brief supervisor on project progress
- Attend weekly staff meetings

Specific Deliverable(s):

- Create a summary report of county and local policies that includes identification of the common or similar policies in multiple jurisdictions
- Complete a spreadsheet with information about environmental and sustainability funders in the Chesapeake Bay region

Qualifications:

- Excellent desk research skills and a strong curiosity about local and county environmental policies
- Strong writing skills
- Time management skills

Preferences:

- Experience working on a team
- Proficient in Google Drive

Physical Demands of Position

- The Do Good intern may be required to attend meeting in person in Annapolis or with state agency staff at their offices
- This position will require extended time in front of the computer