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Summer 2026 Impact Interns Position Description

Organization Information

Organization Name: Clay Pots A Place to Grow

Address: 1635 W Pratt St, Baltimore, MD 21223

Organization Website: <https://www.claypotsbaltimore.org>

Organization Description: Clay Pots...A Place to Grow is a community center founded by neighbors and dedicated to promoting education, health, and wellness. We strive to create an atmosphere of trust, acceptance, and personal growth where individuals can explore their inner selves in a holistic way. Through diverse opportunities, such as classes, creative expression, computer learning, and shared community gatherings, we nurture both individual well-being and the vitality of our neighborhood.

Position Logistics

Intern Preference: No preference

Start and End Date: 8 June - 7 August

Hours per Week: 25

Number of Weeks: 8

Expected Daily Hours: 9-5 typically with occasional requirements from 6:30-8:30 for coffee house events

Important Availability Dates: Occasional requirements from 6:30-8:30pm for weekly coffee house events

Location: In-person

- In person address: 1635 W Pratt St, Baltimore, MD 21223

Position Information

Core Technical Skill Set:

- Communications - includes writing, copy editing, and public speaking
- Partnership Development - involves stakeholder research and outreach to new potential partners

General Duties and Responsibilities:

- Assist in partnership development by researching, identifying, and cultivating relationships with potential community and organizational partners.

- Support data collection, tracking, and evaluation related to program outcomes, participant engagement, and overall organizational impact.
- Collaborate with staff and volunteers to support wellness programs, community events, and outreach initiatives.
- Assist in developing and maintaining digital tracking systems for partnerships, participant data, and grant reporting.
- Support documentation and analysis of impact metrics to strengthen reporting to funders and stakeholders.
- Contribute to administrative and communication tasks, including preparing reports, drafting outreach materials, and managing correspondence with partners and stakeholders.
- Participate in regular staff meetings and contribute insights on improving organizational processes and community engagement
- Uphold the organization's mission by promoting an inclusive, welcoming environment for community members

Specific Deliverable(s):

- **Partnership Development:** The intern will assist in expanding and strengthening community partnerships by identifying potential collaborators, conducting outreach, and helping to develop partnership tracking tools. They will contribute to relationship management efforts that align with the organization's mission and strategic priorities, supporting ongoing communication and engagement with current and prospective partners.
- **Data and Organizational Impact Analysis:** The intern will assist in the development of improved data and impact analysis framework to help the organization measure, visualize, and communicate its outcomes more effectively. This includes organizing data collection systems, conducting qualitative and quantitative analysis of program metrics, and producing a summary report or dashboard that highlights key impact indicators for funders, partners, and internal decision-making.
- **Community Engagement:** The intern will support the planning and coordination of community wellness programs, outreach initiatives, and special events. This includes developing materials to promote participation, collecting feedback from participants, and identifying opportunities to enhance engagement and inclusivity within the community.

Required Qualifications:

- Strong written and verbal communication skills, including the ability to craft clear messages, reports, and presentations.
- Proficiency in research and analytical skills, with the ability to collect, organize, and interpret data effectively.

- Experience with or coursework in community engagement, public health, social sciences, nonprofit management, or a related field.

Preferences:

- Familiarity with tools such as Microsoft Excel, Google Workspace, or data visualization platforms (e.g., Canva, Airtable, Power BI).
- Strong interpersonal and relationship-building skills for partnership and community engagement.
- Ability to work independently while maintaining consistent communication and collaboration with a small team.
- Interest in community wellness, nonprofit development, and program evaluation.

Physical Demands of Position: While performing the duties of this job, the incumbent is regularly required to talk, hear, stand, walk; use hands to handle or feel; and reach with hands and arms. The incumbent is occasionally required to lift and/or move up to 25 pounds, lift files, open filing cabinets, bend or stand on a stool, etc.