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Summer 2025 Impact Interns Position Description

Organization Information

Organization Name: Black Business Council, Inc.

Address: P.O. Box 194, Kensington, MD 20895

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

Organization Description: The mission of the Black Business Council (BBC) is to foster a dynamic network of Black entrepreneurs in Montgomery County, Maryland, by providing genuine connections, strategic guidance, and collaborative support. The Council is committed to cultivating a supportive community where members share knowledge, hold each other accountable, and leverage collective experiences to accelerate business growth. Through mentorship, access to resources, and goal-oriented cohorts, we empower businesses to achieve sustained success and contribute to the thriving culture of entrepreneurship.

Position Logistics

Intern Preference: No preference

Start and End Date: 5/29/2025 – 7/31/2025

Hours per Week: 24 hours/week

Number of Weeks: 9 weeks

Expected Daily Hours: 4 to 8 hours per day, up to 24 hours per week. The real priority is communicating the hours that will be worked and attending a daily huddle call on the days on which the intern will be working.

Important Availability Dates: We'll have a kickoff Zoom session and then have an in-person lunch in the middle of the internship.

Location: Remotely

Position Information

Core Technical Skill Set:

- Social Media - includes developing social media content, tracking engagement, and creating an online presence
- Communications - includes writing, copy editing, and public speaking () Research - includes academic research, landscape analysis, and compiling recommendations and issue histories

General Duties and Responsibilities:

- Finding Black-owned businesses in the county by searching the Internet, then entering those businesses into the contact database so that we can reach out to them in the future and include them on our mailing list.
- Assisting with the email campaigns that are used to share information about the companies in the BBD.
- Help us create a social media presence by working with our marketing/outreach consultant to figure out which social media platform will help us reach potential business owners and customers for BBD companies, and determine how to create timely, high quality content to post/publish on social media.
- Use various tools to create templates and workflows that support outreach to businesses and potential sponsors (sponsors are organizations that provide funding in exchange for promoting their organization on the BBD platform).
- Help us create documentation or videos that will help companies register for the BBD, or that will help future BBC support staff understand how to support the BBD.

Specific Deliverable(s):

- This intern will play a critical role with the BBC by helping us identify members of the Black business community and helping us (hopefully) add them to the BBD. This will help us do our part to address the racial economic disparities in Montgomery County by helping businesses grow and thrive. It will also help bring jobs to parts of the Montgomery County community that are often overlooked by traditional economic development initiatives.
- And finally, will play a major role in building awareness of the BBD in the local region, helping bring new customers to the businesses registered in the BBD.

Qualifications:

- Candidates should understand or be willing to learn about how growing business can help a community
- Be interested in entrepreneurship and impact investing in the Black community and interested in learning about the challenges experienced when starting a business.
- Candidates should be able to work between 9am- 5pm ET but maintain flexibility
Candidates should have their own computers and the ability to consistently access the internet
- Strong research and writing skills
- Must be able to communicate clearly and concisely, both verbally and in writing
- Must be open to feedback and willing to provide feedback
- Must have attention to detail (this doesn't mean that a person can't make mistakes... just that the same mistake shouldn't be made twice)
- Must be willing to watch and learn from videos that convey some of the concepts that we teach businesses in the BBC
- Familiarity with Gmail, Google Drive, Word or Google Docs, and a calendar app
- Be prepared to learn Hubspot
- Be prepared to build new relationships in the business community by attending virtual or in-person networking events

- Should always be on time and prepared for meetings

Preferences:

- Must be a fluent English speaker
- Must have attention to detail (this doesn't mean that a person can't make mistakes...just that the same mistake shouldn't be made twice)
- Must be willing to watch and learn from videos that convey some of the concepts that we teach businesses in the BBC
- Familiarity with Gmail, Google Drive, Word or Google Docs, and a calendar app
- Be prepared to learn a customer relationship management tool, like Hubspot
- Be prepared to build new relationships in the business community by attending virtual or in-person networking events
- Should always be on time and prepared for meetings

Physical Demands of Position:

- This will mostly be a virtual internship, with a few in-person networking or relationship building meetings.