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Summer 2025 Impact Interns Position Description

Organization Information

Organization Name: Smalltimore Homes

Address: 822 Guilford Avenue #1558, Baltimore, MD 21202

Organization Website: www.SmalltimoreHomes.org

Organization Description: Smalltimore Homes is a Baltimore-based nonprofit dedicated to innovative community development through the creation of affordable micro-shelters, urban planters, and sustainable housing solutions. We engage local residents through hands-on training in construction, sustainability, and community building to improve living conditions and address housing inequities. Our mission is to create lasting change by empowering communities to take ownership of their spaces while fostering equity and resilience.

Position Logistics

Intern Preference: Graduate student

Start and End Date: Flexible: Approx June 1 - August 15, 2025

Hours per Week: Flexible: at least 20 hours per week

Number of Weeks: Flexible: up to 11 weeks.

Expected Daily Hours: Please plan to be available for work on weekdays for at least 3 consecutive hours from 9am - 7pm. Weekly hours can be flexible with expected weekly meeting availability between certain hours decided upon during the interview process. Optionally working nights or weekends to attend community events may be arranged for additional hours.

Important Availability Dates: N/A

Location: Remotely

Position Information

Core Technical Skill Set:

- Research - includes academic research, landscape analysis, and compiling recommendations and issue histories
- Partnership Development - involves stakeholder research and outreach to new potential partners

General Duties and Responsibilities:

- Research and Analysis:
 - Conduct in-depth research on land trust models, cooperative housing, and sustainable urban development strategies.

- Analyze housing trends and identify opportunities to support Smalltimore Homes' mission.
- Partnership Development:
 - Identify and establish relationships with potential community partners, local organizations, and stakeholders in housing and urban planning.
 - Assist in preparing partnership proposals and presentations to engage collaborators effectively.
- Community Engagement Support:
 - Support outreach initiatives by engaging with community members and gathering feedback on Smalltimore Homes' programs and projects.
 - Assist in planning and hosting community meetings or events to foster collaboration and increase participation.
- Grant and Funding Research:
 - Research funding opportunities and assist in drafting grant applications to secure resources for Smalltimore Homes' programs.
 - Develop a comprehensive database of potential funders and grant cycles for future reference.
- Volunteer Coordination:
 - Assist in refining the volunteer intake process by reviewing interests, skills, and goals to ensure meaningful engagement.
 - Support the organization and implementation of volunteer activities and training sessions.
- Communications and Marketing:
 - Draft content for newsletters, social media, and donor updates to amplify Smalltimore Homes' impact and upcoming initiatives.
 - Assist in creating marketing materials for events, such as flyers and promotional campaigns.
- Data Management and Reporting:
 - Compile and organize research findings, partnership contacts, and community feedback into clear and actionable reports.
 - Track progress on projects and prepare summary reports to assist in strategic planning.
- Special Projects:
 - Work on ad-hoc projects that arise during the internship, including support for events like Smalltimore Homes' annual block party or sustainability workshops.
 - Provide creative input and logistical support for ongoing initiatives, such as the micro-shelter program or land trust advocacy efforts.

Specific Deliverables: At the end of this experience, the intern will provide input to make important updates to our strategic plan and create a road map for the next phase of growth.

Specifically, they will focus on

Developing Strategic Partnerships:

- The intern will connect with local and national organizations aligned with Smalltimore Homes' mission, including land trusts, Healthy Start programs, and cooperative housing

networks. These relationships will increase visibility, foster resource sharing, and enhance impact.

Expanding Research Capacity:

- The intern will compile critical data on urban housing trends, innovative micro-shelter policies, and funding opportunities. This research will inform strategic decisions and help build compelling cases for future grants and collaborations.

Creating Resources for Capacity Building:

- The intern will support the development of toolkits and training materials for future board and staff growth, laying a strong foundation for sustainable operations.

Qualifications:

Educational Background or Interest in Social Impact Fields:

- Pursuing or holding a degree in urban planning, public policy, nonprofit management, social work, environmental studies, or a related field.
- Demonstrated interest in community development, affordable housing, or sustainability.

Research and Analytical Skills:

- Experience conducting qualitative and quantitative research, with the ability to analyze and synthesize data for actionable insights.
- Strong skills in organizing and presenting research findings to support strategic initiatives.

Interpersonal and Communication Skills:

- Proven ability to build relationships with diverse stakeholders, including community members, partners, and volunteers.
- Strong writing and verbal communication skills for grant writing, partnership outreach, and community engagement efforts.

Preferences:

- Strong organizational and project management skills.
- Excellent communication skills, including professional writing and public speaking.
- Analytical thinking with a strategic mindset for partnership development.
- Adaptability to work independently and as part of a team.
- Proficiency in English (required)
- Additional language proficiency (e.g., Spanish or other languages spoken in the Baltimore community) is a plus.
- Proficient in Google Workspace (Docs, Sheets, Slides, Forms).
- Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to conduct in-depth research.
- Comfort with outreach to community stakeholders and building professional networks.
- Commitment to the mission of Smalltimore Homes and an understanding of equity in community development.
- A proactive and resourceful attitude with a willingness to learn and grow in a dynamic environment.

Helpful but not required::

- Experience with project management tools (e.g., Trello, Asana) and data analysis tools (e.g., Excel, Tableau).
- Familiarity with social media platforms and content scheduling tools (e.g., Hootsuite, Canva) for outreach and engagement.
- Basic proficiency in database management or CRM software (e.g., Salesforce).
- Ability to compile research findings into actionable strategies.

Physical Demands of Position: This position is 100% virtual unless otherwise desired by the intern and their availability. A computer with a reliable internet connection is the only requirement.