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## Summer 2025 Impact Interns Position Description

### Organization Information

**Organization Name:** University of Maryland Greenebaum Comprehensive Cancer Center  
Office of Community Outreach and Engagement

**Address:** 4200 Valley Dr, Suite 1101, College Park, MD 20742

**Organization Website:** <https://www.umms.org/umgccc/community>

**Organization Description:** The University of Maryland Marlene and Stewart Greenebaum Comprehensive Cancer Center (UMGCCC) shows its commitment to the Maryland community by providing a team-based approach to care, innovative clinical trials, education and support services, as well as free cancer screenings through the Baltimore City Cancer Program (BCCP). Community Outreach and Engagement (COE) was created to further expand upon UMGCCC's effort in promoting cancer health equity. Our goal is to apply COE strategies to inform UMGCCC research and make an impact along the cancer continuum in the catchment area, with a particular focus on eliminating cancer disparities.

### Position Logistics

**Intern Preference:** Undergraduate student

**Start and End Date:** May 27, 2025 - August 29, 2025

**Hours per Week:** 15-20 hours per week

**Number of Weeks:** 13 weeks

**Expected Daily Hours:** In general, interns should be available during daytime business hours (9am - 5pm) at least one day a week for team meetings. Most work may be completed remotely, on own time. Some weekend and evening event work may also be necessary, but is not the norm.

**Important Availability Dates:** No specific dates

**Location:** Hybrid of in-person and remote work (1 in-person day each week)

- Please note that additional in-person community-based work may be needed to effectively complete the work.

### Position Information

#### Core Technical Skill Set:

- Social Media - includes developing social media content, tracking engagement, and creating an online presence
- Partnership Development - involves stakeholder research and outreach to new potential partners

#### General Duties and Responsibilities:

- Works with team members and community stakeholders to plan, organize, and implement community engagement and outreach activities.
- Supports scheduling and conducting of education and outreach activities throughout the UMGCCC catchment area, which is comprised of 10 counties in Central Maryland; this will require occasional local travel and evening/weekend activities.
- Supports the development, design, and management of the production and distribution of visually appealing, culturally and literacy-appropriate educational programs (i.e. content for brochures, e-newsletters, program development, event materials, infographics, social media content), media press releases, and other communications/marketing materials.
- Provides administrative support for community-based cancer educational workshops and one-on-one interactive sessions, designed to inform community members and patients about preventive health practices and to change behaviors and cultural biases that interfere with health
- Supports tracking and maintenance for inventory of outreach and education materials

**Specific Deliverable(s):**

- Identification and formation of partnerships with at least 3-5 new partners within the following central Maryland counties: Anne Arundel, Carroll, Charles, Frederick, Harford, Howard, Washington

**Qualifications:**

- Ability to work collaboratively with community partners and cancer center staff
- Bi-lingual is a plus
- Problem-solving and decision-making skills
- Ability to work effectively both independently and in a team environment
- Detail-oriented with the ability to anticipate the next steps or needs
- Ability to treat confidential information with appropriate discretion
- Familiarity with Google Suites, Microsoft Excel, and Word required
- Experience with Microsoft Office, Canva, or other design software is a plus

**Preferences:**

- Strong written and verbal communication skills
- Community partnership building
- Helpful, but not required: Proficiency in communicating in Spanish

**Physical Demands of Position:** Physical activity is not anticipated, but if there are any community-based events, physical activity may include moving boxes weighing up to 10 pounds and/or transporting a wagon of community education materials. If this is a limiting factor, accommodations will gladly be made.