



Thurgood Marshall Hall
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Summer 2026 Impact Interns Position Description

Organization Information

Organization Name: Joe's Movement Emporium

Address: 3309 Bunker Hill Road, Mount Rainier, MD 20712

Organization Website: www.joesmovement.org

Organization Description: Joe's Movement Emporium is a creative place-making space with a second venue in Suitland Maryland. We use the arts to bridge the divides in the widening economic disparities, displacement, and systemic gaps in health, education, and workforce opportunity.

Position Logistics

Intern Preference: No preference

Start and End Date: June 1, 2026 through August 21, 2025

Hours per Week: 20 -30

Number of Weeks: 13

Expected Daily Hours: negotiated shift between 10am and 6pm

Important Availability Dates: negotiable

Location: In-person

- In person address: 3309 Bunker Hill Road, Mount Rainier, MD 20712

Position Information

Core Technical Skill Set:

- Evaluation - includes survey analysis, collecting participant feedback, and data management
- Fundraising - involves grant writing, prospect research and contact management, and donor stewardship

General Duties and Responsibilities:

- Assist with data management: tracking donations and generating reports
- Assist in the process of thanking donors by phone or written acknowledgement
- Perform research related to grants, potential donors and industry trends
- Support interdepartmental communications with beneficiaries and donors
- Update fundraising planning documents

Specific Deliverable(s):

- Weekly database updates
- Weekly donation reporting
- Weekly calendar updates

Required Qualifications:

- Excellent time management skills
- High level of Professionalism
- Strong written and verbal communication skills

Preferences:

- English
- Microsoft Excel and Word proficiency
- Google App proficiency
- Canva and Adobe skills preferred

Physical Demands of Position: occasional light lifting ex. printing paper