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Summer 2025 Impact Interns Position Description

Organization Information

Organization Name: Generation Hope

Address: 1401 Okie St NE, Suite 300, Washington DC 20002

Organization Website: www.generationhope.org

Organization Description: To ensure all student parents have the opportunities to succeed, experience economic mobility, and build wealth, Generation Hope engages education and policy partners to drive systemic change and provides direct support to teen parents in college as well as their children through holistic, two-generation programming. This internship is in the Family Programming Department, supporting the team that provides direct services to teen parents and their children in the Washington DC metro region.

Position Logistics

Intern Preference: No preference

Start and End Date: Flexible, start on/around May 26 2025, end on/around August 15 2025

Hours per Week: 20

Number of Weeks: Around 10 – 200 total hours

Expected Daily Hours: Flexible, but generally 10am-2pm is preferred.

Important Availability Dates: The weekends of June 6-8 and July 12 we have major events that we would need the intern to be available for.

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

Position Information

Core Technical Skill Set:

- Direct Service - includes hands on engagement with beneficiaries, working with volunteers, and supporting program operations
- Event Planning - Involves creative planning, coordinating event details, and managing day of logistics

General Duties and Responsibilities:

- Oversee logistical details related to Scholar and Next Generation Academy program activities.
- Assist with maintaining Scholar/Sponsor records and database files.
- Track program participation and prepare reports as necessary.
- Assist with research on policies, resources, and other topics related to Scholar success.
- Support on-site with events, including assisting with childcare, logistics, etc.

- Support with the recruitment and management of volunteers
- Other duties as assigned

Specific Deliverable(s):

- The intern will have the opportunity to develop their own independent project - this could be creating a new resource, a research project, creating a training module for staff and Scholars, etc. Their supervisor will support them in developing their independent

Qualifications:

- Strong writing skills.
- Self-directed and able to carry through projects with little oversight in a largely remote environment.
- Highly proficient in Microsoft and Google Suite
- Must clear a background check

Preferences:

- Experience working with children strongly preferred
- Experience with Canva a plus
- Bilingual (Spanish/English) a plus

Physical Demands of Position: Generally, this is a sedentary position. During events, the intern will be asked to assist with loading and unloading cars, including lifting items up to 20lbs (can be adjusted if this presents an accessibility issue for the intern)