Public Health Studies Partnership Opportunity

Please complete the information below to the best of your ability. Providing as much detail as possible will greatly assist in narrowing down the pool of appropriate applicants for your opening.

1. Name of Organization or Department: **Baltimore Corps**

2. Student Position Title: **Development Coordinator**

3. Number of positions: **3**

4. Application details (what would you like your applicant to provide you with?): **May 15, 2015**
   
   Cover letter:  ☑ Yes  ☐ No
   Resume:  ☑ Yes  ☐ No
   References:  ☐ Yes  ☑ No  How many references:

   Other information:

   Contact Information (who should the applicant contact?):
   
   Name: **Liz Gomez**  
   Title: **Director of Operations**

   Method of contact:  Email: liz@baltimorecorps.org

   Email preferred?  ☑ Yes  ☐ No

5. Brief context of the assignment – please include any relevant web links or other sources that students can research on their own to learn more about your organization and its work.

   **Baltimore Corps' mission is to build Baltimore's next generation of leadership by recruiting, developing and connecting outstanding young professionals to serve as Fellows at effective nonprofits, social enterprises and government agencies to scale solutions that work.**

   **Baltimore Corps is the nation's first “professional” corps: many of its Fellows hold MBAs, JDs, PhDs, MAs, or MFAs. As accomplished organizers, entrepreneurs, and administrators,**
they are all are passionate about Baltimore and its renewal. More information can be found on our website: [http://www.baltimorecorps.org/](http://www.baltimorecorps.org/)

Baltimore Corps’ mission and programming strongly aligns with The Johns Hopkins University Public Health Studies Applied Experience Program.

**Opportunity Key Points:**

-- Searching for tenacious and excited undergraduates passionate about engaging in the social impact space

-- Team members will spearhead preparation, programming and partnerships related to the Baltimore Corps health track Fellowships

-- Team members will have the opportunity to engage in additional special projects in interest areas of choice, will be a part of the Baltimore Corps Staff and welcome to all relevant team opportunities

-- Mentorship, coaching and team work is an integral aspect to the Baltimore Corps Team and we are always excited to bring on new team members that are looking to be a part of this community

6. **Primary duties/responsibilities:**

The applied experiences will be flexible based on applicants’ interests and skills. Roles will likely be concentrated in programming and preparation for the health track of our Fellowship program launching in the fall. We will have approximately ten Fellows working in high-impact roles in the Baltimore City Health Department, and we will need to build out specific programming for their orientation, support surrounding their roles, and to develop relationships and protocols with personnel and direct supervisors within the health department to establish a focused launch in September. We are also exploring specific opportunities for professional development and programming for public health engagement for these Fellows, and we think a student of public health would be a great asset in leading or assisting in the design of this programming.

7. **Proposed start date:** June 1 (Please submit your application materials by May 15, 2015)

8. **Required number of hours per week:** 20-40

9. **Duration of the assignment (there are 15 weeks in a semester):** Roughly 12 weeks, though there may be potential to continue on through the fall.
10. Preferred schedule – in order to work with students’ course load, flexibility is advantageous; a range of options is appreciated, but please be specific about any event or attendance requirements that are not negotiable. Please state hours of operation.

Normal hours of operation are Monday to Friday, 9 AM to 5 PM. We are accommodating of schedules, though, particularly of our student employees. We will design projects based on individuals’ skills, interests, as well as schedule demands. It may be possible to perform large portions of projects remotely or offsite, and we will have full-time and part-time roles available for students over the summer term.

11. Specific skills/experience you are looking for – preferred vs. required will be helpful here. Feel free to state a preference for particular topics the student should have some familiarity with, or the level(s) of student (sophomore, junior, senior) you’d be open to hiring.

Preferred level of student (select all that apply):

☐ Freshman  ☒ Sophomore  ☒ Junior  ☒ Senior

Skills (computer, graphic design, language, organizational, editing, etc.):

Required:

All-star generalists

Preferred:

Interest/experience in program coordination, event planning

12. Available compensation (this could include transportation reimbursement, a range of pay commensurate with experience, or none).

None. Potential is there to earn academic credit through Public Health Studies.

13. From your perspective, what do you see as the key potential learning gains for the student?

Baltimore Corps is passionate about aligning with the interests of each student. Baltimore Corps is unique because it is a small nonprofit with a small staff team working with diverse initiatives and populations around the City. We are a small team with a big impact. What this means for students is that they have the ability to get highly involved with a variety of initiatives. Through our recruitment process we are engaging with University and Career Centers across the nation. Through our Training Program we are engaging with world-class corporate partnerships, training organizations and foundations such as The Annie E. Casey Foundation, T. Rowe Price and Laureate. During our day-to-day Staff and Fellows are interacting with and partnering with host organizations around the city that are working in health, education, youth, arts, government, etc. These partners include Reading
Partners, Thread, United Way and many more. An intern has the possibility of doing research on a variety of topics and implementing that research into a tangible product, facilitating systems, shaping our Program and Staff, data management, grant writing and much, much more!