

Organizational Development Intern

The Organizational Development Intern will work collaboratively with the President & CEO, Senior Staff & Department Heads, and members of the Strategic Plan Committee to build tracking tools to compile key organizational processes in a given department

Reports To: Vice President, Local Program Development

Key Accountabilities:

- Work with the Local Program Team to identify best-practices in local program sports and program delivery.
- Evaluate and assess current SOMD processes (i.e. volunteer registration, donor relations pipeline) for completeness and efficiency.
- Develop qualitative assessment tools through which key SOMD constituents can provide feedback and share insights on state of the program.
- Conduct interviews and focus groups with key SOMD staff constituents.
- Compile information from interviews and focus groups to guide strategic planning.
- Using compiled information, edit Special Olympics Maryland Playbook, outlining points of emphasis for organizational growth.
- Develop content for the Local Program Resource Guide
- Hold Town Hall Meetings in community to gain feedback and distribute information.

As the Organizational Development Intern, you will gain the following experience:

- Strategic Planning
- Workplace Assessment
- Metrics Tracking
- Market Research Strategies (Focus Groups, Interviews)

Qualifications:

- Must be a college/university student and receive college credit for internship OR graduate student.
- Good oral and written communication skills.
- Strong Interpersonal Skills.
- Ability to work independently with scheduled regular contact with Vice President, Local Program Development.
- Comfort with Technology and working knowledge of computer systems including Microsoft Office.
- Preferred Majors: Business, Management, Organizational Psychology

Work Schedule:

- Available during normal business hours (Monday-Friday, 9:00am-5:00pm)
- Flexible weekdays based on school schedule.
- Must be available to work from SOMD Headquarters with opportunities to work remotely throughout internship.

To apply for the Organizational Development internship, please submit letter of interest and resume to volunteers@somd.org