



CorpsTHAT, Inc.

1625 Covington St
Baltimore, MD 21230

Job Title: Semester Internship- Non-profit Administration

Job Summary:

This position serves as a general internship job description for CorpsTHAT. Intern will be responsible for supporting program administration and operations as well as completing other tasks that support the overall mission of CorpsTHAT.

Location:

Virtual/Remote

Duties and Responsibilities:

- Maintains ListServ, develops content for mass emails and responds to general inquiries
- Supports social media through creating and managing content, including writing image descriptions and captioning video media
- Schedules interpreting assignments and develops interpreting ListServ for future assignments
- Assists with webinars and virtual classes
- Assists with fundraising efforts as needed

Benefits and Training:

- All needed training will be provided
- Additional training opportunities within the Deaf community and outdoor field will be available
- Access to CorpsTHAT courses and programs

- Access to job opportunities within CorpsTHAT when available and dependent on qualifications
- First-hand experience of operating a small Deaf run non-profit organization

Minimum Requirements:

Access to an internet connection and a webcam. The ability to self-manage time and tasks throughout the week. Any combination of education and experience that has been achieved and is equivalent to the skills to successfully perform the duties and responsibilities of this job.

To apply, please send cover letter and resume to Emma Bixler at emma@corpsthat.org

