**Summer Intern – Position Posting**

# Position Location: Baltimore, Maryland

***Position Summary***

The France-Merrick Foundation is seeking a part-time summer intern. Candidates can be college students or graduates with a degree related to fields such as social work, public policy, public health, urban studies, non-profit management, education, and law. Teachers or other professionals with summer availability welcome to apply.

The internship will provide an intern with relevant and constructive work experience with a private philanthropic Foundation. The will be expected to analyze and synthesize information and create reports for review and decision making at the Foundation. The individual should have a strong interest in research and or education, as responsibilities will be to research best practices in education philanthropy, research information regarding higher education and analyze past foundation funding in education. Position will be responsible for a discrete project focused on higher education research of institutions in the Baltimore region.

***Skills & Qualifications***

* Strong information technology skills, including experience with Microsoft Office software (Word, Excel, Outlook)
* Must possess the highest levels of personal and professional integrity, confidentiality and commitment to the foundation’s mission
* Must be a self-starter, take initiative and implement actions in a timely manner
* Effective at both collaborative and independent work, able to take direction and work with modest level of supervision
* Excellent organizational skills and attention to detail
* Ability to manage and prioritize multiple tasks
* Proven abilities in analytical and reporting skills
* Strong verbal and written communication skills
* Must be able and willing to help out as needed in a small staffed office, at times taking on repetitive or routine tasks
* Bachelor’s degree preferred

***Hours:*** Only part-time candidates will be considered; approximately 20 hours per week. The position will be available beginning July 11th through August 12th. The hours are flexible and will involve significant autonomous work.

***Compensation:*** This is a paid opportunity.

***To Apply***

To apply, e-mail cover letter and resume by Wednesday, June 15, 2016 to [info@france-merrickfdn.org](mailto:info@france-merrickfdn.org) with the subject line: Intern Position. No phone calls please.

***About the Foundation***

The France-Merrick Foundation concentrates its grant making within the greater Baltimore area and throughout the state of Maryland, specifically in the following six programmatic areas: civic and culture, conservation, community development, health and human services, historic preservation and education. With current assets of more than $200M and an annual grant budget of approximately $10M, the France-Merrick Foundation is one of Maryland’s largest private foundations. The France-Merrick Foundation is an equal opportunity employer. For more information about the Foundation, please visit [www.france-merrickfdn.org](http://www.france-merrickfdn.org).