



## Natural Born Champions: NBC Intern Job Description

Natural Born Champions Inc. is a community intervention program that aims to provide direct educational and workforce development enrichment resources and services to youth and families in Baltimore, Maryland.

### NBC Intern NBC Internship

#### Job Overview

Natural Born Champions Inc. (NBC) is a community-based nonprofit organization providing education, mentorship, entrepreneurship, and workforce development programming to youth and families across Baltimore City and surrounding counties. Our work centers on equity, access, and building sustainable pathways for young people through real-world learning experiences.

NBC Interns play a critical role in supporting program delivery, organizational growth, and community impact. This internship is designed to provide hands-on experience, academic credit, community service hours, and professional exposure to nonprofit operations and youth development.

Interns will be matched to projects based on academic background, interests, and organizational needs. Paid internship opportunities may be available during select seasons, depending on funding.

#### Internship Terms & Seasons

NBC recruits interns during three trimesters each year:

- T1 – Fall Internship: October – December
- T2 – Spring Internship: January – April
- T3 – Summer Internship: June – August
- Time Commitment: Minimum 15 hours per week
- Format: In-person or site-based (depending on role and site)

#### Compensation

Course Credit Hours, Community Service, or paid depending on Trimester or Season



## Natural Born Champions: NBC Intern Job Description Focus Areas / Intern Tracks

Interns may support one or more of the following areas:

### Youth Programming & Mentorship

- Assist with Out-of-School Time (OST) programming
- Support mentoring sessions and small-group instruction
- Help facilitate entrepreneurship, SEL, and workforce readiness activities

### Nonprofit Capacity Building

- Support program planning, documentation, and internal systems
- Assist with grant research, reporting, and data tracking
- Support policy development and organizational infrastructure

### Marketing, Media & Communications

- Manage social media content and engagement
- Assist with newsletters, flyers, and digital storytelling
- Support brand development and outreach campaigns

### Data & Evaluation

- Assist with attendance tracking and program data collection
- Support surveys, data analysis, and reporting for funders
- Help with Program Quality Assurance (PQA) documentation

### Office & Administrative Support

- Support day-to-day office operations
- Assist with scheduling, filing, and internal communications
- Support onboarding and staff coordination

### Workshops, Events & Community Outreach

- Assist with planning and executing family workshops and youth events
- Support community outreach efforts and partnership engagement
- Help coordinate field trips, showcases, and pop-up events

### IT & Systems Support

- Assist with tech setup, platforms, and digital tools
- Support workflow systems, databases, and internal tools

### Finance & Operations

- Assist with budgeting, expense tracking, and financial documentation
- Support invoice processing and grant coding (as appropriate)



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### Qualifications

#### Education

- Currently enrolled in a local college or university *or* recently graduated
- Must have a high school diploma, GED, or be in pursuit of one

#### Experience

- Able to commit to at least 15 hours per week
- Interest in youth development, education, nonprofit work, or community engagement
- Must be able to pass a background check

#### Skills

- Strong communication, organization, and teamwork skills
- Ability to work with diverse populations

#### Schedule

- Flexible scheduling based on academic requirements and program needs
- Some evening or weekend hours may be required for events or workshops

#### What Interns Receive

- Academic course credit (when applicable)
- Community service hours
- Professional mentorship and supervision
- Resume-building, hands-on nonprofit experience
- Letters of recommendation (based on performance)
- Potential paid internship opportunities during select seasons (funding-dependent)
- Priority consideration for future NBC employment opportunities

Your Selected Track: \_\_\_\_\_

Name: \_\_\_\_\_

[Apply Here](#)

#### Contact Information

Natural Born Champions General Inquiry Email  
support@naturalbornchampions.com  
443-438-5176  
[www.naturalbornchampions.com](http://www.naturalbornchampions.com)



### Internship Track

1. Intern Full Name: \_\_\_\_\_
2. College/University: \_\_\_\_\_
3. Major / Area of Study: \_\_\_\_\_
4. Internship Term (select one):
  - a.  T1 – Fall (October–December)
  - b.  T2 – Spring (January–April)
  - c.  T3 – Summer (June–August)
5. Which track(s) best aligns with your interest, experience or skills? (select all that applies)
  - a. Youth Programming & Mentorship
  - b. Nonprofit Capacity Building
  - c. Marketing, Media & Communications
  - d. Data & Evaluation
  - e. Office & Administrative Support
  - f. Workshops, Events & Community Outreach
  - g. IT & Systems Support
  - h. Finance & Operations
6. What's your availability? (Please select all that applies and update in your homepage app)
  - a. Full-Time (9:00am-5:00pm)
  - b. Part-Time (Mornings- 7:30am-9:00am)
  - c. Part-Time (Mornings/Afternoons- 9:00am - 2:00pm)
  - d. Part-Time (Afternoons- 12:00pm-4:00pm)
  - e. Part-Time (Afternoons/Evenings- 2:00pm-6:00pm)
7. How many hours a week can you commit to?
  - a. Up to 5
  - b. Up to 15
  - c. Up to 20



## Internship Track Affidavit & Acknowledgment

This Affidavit is entered into on this \_\_\_ day of \_\_\_\_\_, 2026, by and between Natural Born Champions Inc. (NBC) and the undersigned intern ("Intern").

### Affidavit & Acknowledgments

I, the undersigned Intern, hereby affirm and acknowledge the following:

#### 1. Track Selection & Scope of Work

I acknowledge that I have selected the internship track(s) listed above and understand that my assignments, responsibilities, and learning objectives will align primarily with this track. I understand that I may be asked to support additional tasks outside of my selected track as organizational needs arise, provided such tasks are reasonable and aligned with my learning goals.

#### 2. Time Commitment & Attendance

I understand and agree to commit to a minimum of 15 hours per week for the duration of my internship term. I acknowledge that consistent attendance, punctuality, and communication are required. Failure to meet attendance expectations may result in dismissal from the internship or forfeiture of credit, service hours, or stipends.

#### 3. Academic Credit, Community Service & Compensation

I acknowledge that:

- This internship may provide academic course credit and/or community service hours, subject to verification and performance.
- Paid internship opportunities are not guaranteed and are contingent upon funding availability, season, performance, and program needs.
- Any stipend or hourly compensation, if applicable, will be communicated separately in writing.

#### 4. Professional Conduct

I agree to conduct myself in a professional, ethical, and respectful manner at all times. This includes appropriate communication with youth, staff, families, partners, and community members. I understand that NBC serves minors and vulnerable populations and that professionalism is mandatory.

#### 5. Confidentiality

I acknowledge that during my internship I may have access to confidential or sensitive information. I agree to maintain strict confidentiality of all NBC records, data, student information, internal documents, and proprietary materials during and after my internship.



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### 6. Background Check & Compliance

I affirm that I understand this internship is contingent upon successfully passing a background check. I agree to comply with all NBC policies, safety procedures, and training requirements, including mandatory orientations and site-specific protocols.

### 7. Supervision & Evaluation

I acknowledge that my work will be supervised by NBC staff and that my performance may be evaluated based on:

- Attendance and reliability
- Quality of work
- Communication and professionalism
- Adherence to internship goals and responsibilities

### 8. At-Will Participation

I understand that participation in the NBC Internship Program is at-will. Either party may end the internship at any time, with or without cause, and with or without notice.

### 9. Certification of Accuracy

I certify that all information I have provided is accurate and truthful. I understand that providing false information may result in immediate termination of my internship.

### Acknowledgment & Signature

By signing below, I affirm that I have read, understand, and agree to the terms outlined in this Internship Track Affidavit.

Intern Name (Printed): \_\_\_\_\_

Intern Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Natural Born Champions Inc.

Authorized Representative (Lead/MM/ED): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_