



FSA Internship Program 2022 Internship Opportunities

Friends House Retirement Community

www.friendshouse.com

Overview:

Friends House Retirement Community is a faith-based non-profit retirement community that includes an affordable housing partnership on campus. It is unique among retirement communities in Maryland in that it is also a registered village – a neighborhood with internal and external supports designed aging-in-community.

From the tradition of the Religious Society of Friends (Quakers), Friends House holds the values of Friends known by the acronym SPICES: Simplicity, Peace and Non-violence, Integrity, Community, Equality, Stewardship, and Sustainability.

Friends have a practice of inclusion in decision making known as Sense of the Meeting. It is a practice of deep listening and discernment that is now recognized more in secular settings as being beneficial to solving problems in a group setting. At Friends House, we often hear the expression, “Nothing about us without us.” In that spirit, residents of Friends House contribute in significant ways to the life of the community, via their own 501C-3 non-profit, the Friends House Seniors Association.

Friends House is a 62 acre campus located at 17340 Quaker Lane, Sandy Spring, Maryland. Sandy Spring is a small town, rich in natural beauty and Quaker history. It is also mid-way between Washington, DC and Baltimore. It is a forty-five minute drive to downtown Baltimore and a forty-five minute drive to downtown, DC. There are lots of local restaurants, shops, museums and a world-class theatre within three miles of the campus.

Development and Social Media Intern

Description of Internship

The ideal candidate would be someone studying the field of Media, Administration, Journalism or Fundraising. This intern would be intimately involved in developing methods to “Tell the story of Friends House” They would benefit from this internship by gaining experience in website, print and digital newsletter production, donors proposals, and list management. Good writing and editing skills are a must.

The intern would be supervised by the Director of Development and interact with other members of the senior management team. They would also be in direct contact with Donor Perfect. (This is the Electronic Donor/Prospect Record program that we use at Friends House).

Educational Objectives and Project Goals

The intern will assist the Director of Development with the following 5 objectives.

- 1) Assist with the total revision of the FH Website
- 2) Compose and complete a Friends House Newsletter
- 3) Increase social media presence
- 4) Assist with research for donor proposals
- 5) Database and list management

The Friends House Development and Social Media Intern will:

- Apply a lifetime of social media skills to the benefit of a wonderful non-profit.
- Gain experience in various media, and fundraising tactics.
- Teach others how to follow in their footsteps by writing a *standard operating procedure* for the next group of interns arriving at Friends House.

Describe Intern Living Conditions

Friends House has several vacant apartments. These apartments would be used for Intern Housing. Friends House interns will also be able to utilize the dining room.

Can this internship go virtual if need be

Yes, but this internship is best experienced here on site. We test twice a week and have regular vaccination clinics.