



Wes Moore | Governor

Aruna Miller | Lt. Governor

Carmel Roques | Secretary

Scope of Work: Planning and Engagement Support

1. Introduction:

This Scope of Work outlines the responsibilities and expectations for the Planning and Engagement Support role. The intern will contribute to planning and implementation of the Longevity Ready Maryland (LRM) multisector plan on aging. LRM aims to prepare for the growing number of older adults in Maryland communities by coordinating across state agencies and local communities to transform how our systems and services approach aging in Maryland. The role will provide logistical support for stakeholder engagement efforts, including assisting staff to contact state and community partners, schedule and facilitate partner engagement efforts, including convening professionals, researching available programs and services, and assisting in the collection and sharing of relevant data. This service member will gain valuable experience in partnership building, project management, community engagement, and data collection.

2. Objectives:

- Strengthen partnerships between state government, service providers, community organizations, nonprofits, academia, and the private sector to support community-driven action.
- Enhance innovation and coordination between government and community-based nonprofit organizations.
- Enhance the ability of the Maryland Department of Aging to make data-driven decisions and track progress towards a more longevity-ready Maryland.

3. Tasks and Responsibilities:

- Assist in the planning, scheduling, and implementation of stakeholder engagement efforts, such as committee meetings, policy roundtables, networking events, community planning sessions, and others.
- Assist with mapping and identifying prospective partners, funders, services, and resources across sectors and agencies relevant to a longevity ready Maryland;
- Assist in identifying and compiling data from community partners, events, existing state and national datasets;
- Contribute to project management tasks using Smartsheet;
- Develop and enhance professional soft skills, including communication, organization, and time management.

36 South Charles Street, 12th Floor, Baltimore, MD 21201

Local: 410-767-1100 | Toll Free: 1-800-243-3425 | TTY users call via Maryland Relay 711 | Fax: 1-844-503-8299

aging.maryland.gov or LRM.maryland.gov



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4. Tools and Technologies:

- Google suite
- Phone
- Smartsheet
- Public federal and state data portals (e.g., data.gov, state-specific portals)
- Web based search engines.

5. Deliverables:

- Scheduled meetings and events;
- Registration and attendance records;
- Stakeholder engagement agendas, notes, recordings, summaries, and other materials;
- Compiled qualitative and quantitative data, data reports and visualizations;
- Project progress updates in Smartsheet and written documents.

6. Timeline:

- This project will continue for the duration of the service year.

7. Reporting:

- The individual will report to the Assistant Secretary for Planning
- Regular progress meetings will be held weekly.

8. Skills and Qualifications (Desired):

- Excellent communication skills;
- Proactive, positive, can-do attitude;
- Detail-oriented and organized;
- Ability to work independently and as part of a team;
- A desire to learn and grow professionally;
- Familiarity with public speaking, online research, event organization, and Maryland services will be beneficial for the role.

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