



Internship Role Description for Eleven+ Scholar Applicants

Name of Hosting Organization:

Destination Cleveland

Internship Role Title:

Organizational Management Intern

Number of roles available:

1

Available to (select any that may apply)

College Student

Graduate Students

Work Location & Office Covid Protocols is applicable (select any that may apply)

Flexible/hybrid- The role can be a combination of virtual and in person

Internship Work Address:

334 Euclid Avenue 44114
Cleveland, OH, 44114

Many of applicants utilize public transportation. Is the work location accessible by public transportation?

Yes, the work location is accessible by public transportation (Bus/Train)

If you selected yes, the work location is accessible by public transportation please provide additional information such as what bus or train line is accessible to the work location

Yes, the work location is accessible by public transportation (Bus/Train)

Greater Cleveland Regional Transit Authority (RTA) bus and rapid lines. Our offices are on Euclid Ave. and one block from Public Square/Tower City Center. Both bus lines and rail lines feed the heart of downtown Cleveland, which is exactly where we are! The rapid station is located inside Tower City Center.

Mission of Hosting Organization

We are unapologetic promoters of Cleveland. By attracting people and connecting them to experiences that illustrate Cleveland’s diversity, creativity, and contagious passion, we stimulate economic growth. We believe that by inspiring visitors and locals to experience the region, we cultivate a passion for Greater Cleveland that contributes to equitable growth.

In more simple words, we market Cleveland both in and out of the region to attract leisure, business, and meetings & convention visitors. We also work to change perceptions of Cleveland and enhance visitor experiences.

How does this internship role support the mission/purpose of the organization

Destination Organizational Management division (HR, Finance, Operations & IT). The intern will directly work to support and/or contribute to work that directly impacts visitor experiences and/or all internal Destination Cleveland employees.

What functions within the organization will the intern be working with? For example, this role will work with Staff Counselor, Finance Staff, and Operations Team

For the Organizational Management role:

- Director, Information Technology
- Vice President, Finance
- Manager, Operations
- Manager, Human Resources
- Chief People and Operations Officer

Will there be additional networking opportunities within the organization for the intern to gain expose to other roles and functions.

Absolutely. Our interns get the opportunity to work on projects directly related to our partners in the community (hospitality, small businesses, community leaders at the city, county and non-profit levels). They are included and invited in many of these events that interface externally and involve many internal staff in and out of their direct department. The interns also get to network with teams in all three core divisions, which are Organizational Management, Marketing and Destination Management.

Anticipated Start Date Wednesday, May 15, 2024

Anticipated End Date Friday, August 30, 2024

Total Number of Weeks for the internship: 15

Total Number of hours per week the intern is expected to work: 25

Workday starts at: (start time or flexible) 9am

Workday ends at: (start time or flexible) 4pm

Host Organizations website:

<https://www.thisiscleveland.com/locations/destination-cleveland>

Contact Name Corey Rybka

Contact Email crybka@destinationcle.org

Mentor Name Corey Rybka

Mentor Email crybka@destinationcle.org

Internship Summary

Organizational Management Intern: Work and/or rotate on projects within in Destination Cleveland's core infrastructure team - including Human Resources, Operations, IT and Finance. This internal division ensures Destination Cleveland's employees are empowered, supported and prepared to do their best jobs day in and day out.

Essential Responsibilities of this role?

Org Mgmt Intern Duties:
-research

- project management
- document and presentation preparation
- hands-on operations support (inventory management, tracking, supplies fulfillment, etc.)
- order processing and management
- technical support (onsite support of office technology)
- guest and/or event management support for board meetings, all-staff functions and more

Skill Development Opportunities



Knowledge and skills required for this role

Not all are required depending on position:

- Communication
- Time Management
- Project Management
- Human Resources, Operations, IT/Computer Science and/or Accounting/Finance background
- Hospitality
- Customer Service

What does success look like for the intern at the end of the summer

Depending on projects assigned, successful completion of quality final product.

Other information

Please call and/or write with any questions about the two opportunities documented here.
Prepared by: Corey Rybka

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Date Wednesday, November 29, 2023