

Internship Role Description

for Eleven+ Scholar Applicants

Name of Hosting Organization:

MAGNET: The Manufacturing Advocacy and Growth Network

Internship Role Title:

Education and Workforce Development Intern

Number of roles available:

1

Available to (select any that may apply)

High School Student

College Student

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:

1800 E63rd St.
Cleveland, Ohio, 44103

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

Greater Cleveland Regional Transit Authority:

RTA Bus (<https://www.riderta.com/routes>)

RTA Rapid Transit (<https://www.riderta.com/routes/Rail>)

Mission of Hosting Organization

MAGNET's mission is to drive Northeast Ohio manufacturing growth. Our values align directly with that mission, as we believe the most important thing we build is manufacturer success. It's not about what is best for MAGNET, it's about what is best for you, the manufacturer and the community.

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

This individual will work in partnership with the education and workforce component of our Talent Team. They will support our work with GCCC and PACE through our student educational field experience and summer experiential experience. These experiences expose and create awareness to various manufacturing careers via a 2hr visit to MAGNET or 6hr visit and participating in hands-on STEAM activities.

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

The Intern would work collaboratively with the Manager of Education and Workforce and the Experience

Developer. This team focuses on creating working relationships with school districts in Cuyahoga County. These relationships within our ecosystem will hopefully create a pipeline into manufacturing.

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

There are a multitude of networking opportunities. Manufacturing is the largest of the 20 sectors of Ohio's economy. Manufacturing accounts for more than 700,000 Ohio jobs. The intern will visit our partner manufacturing companies, meet with a school district leadership, attend workforce trainings, partner with our Sector Partnership team and be afforded the same opportunities as a MAGNET employee.

Anticipated Start Date	Monday, May 1, 2023
Anticipated End Date	Monday, July 31, 2023
Total Number of Weeks for the internship:	14
Total Number of hours per week the intern is expected to work:	20
Workday starts at: (start time or flexible)	Flexible
Workday ends at: (start time or flexible)	Flexible
Contact Name	DaJon Battle
Contact Email	dbattle@manufacturingsuccess.org

Host Organizations website:

<https://www.manufacturingsuccess.org/>

Internship Summary

This individual may be interested in gaining a career in education, engineering, manufacturing, human services, program management, child development and/or similar fields. This individual will assist with MAGNET's summer experience through STEAM activities and ensures the safety, development, growth, skill achievement, and general well-being of participants. Will organize and lead various small and large group activities.

Essential Responsibilities of this role?

1. Provide a fun, inclusive and learning environment for all participants.
2. Build rapport and meaningful relationships.
3. Assist with planning STEAM activities and assist with arranging off-site experiences.
4. Ensure all required equipment and resources are ready for programming each day.
5. Assist with ensuring all student activities innovative and developmentally appropriate environment.
6. Set-up and break-down for events at MAGNET.
7. Assist with marketing of summer experiences (via social media, posters, banners, school visits etc.)
8. Be an enthusiastic and knowledgeable (willing to learn) representative of MAGNET and its mission while acting as an intern.
9. Loves to work with school-aged youth (6-12th graders and possibly younger)

Skill Development Opportunities



Knowledge and skills required for this role

- Communication, verbal and written: keeping partners and other team members updated on work between meetings
- Self-awareness: we have a great team that can help with almost anything you need, you may just need to raise your hand. Knowing what to take on and where to ask for help.
- Organization and prioritization: Staying on top of multiple projects in a way that fosters confidence with team members, and drives effective outcomes
- Agility: This work is constantly evolving. There may be opportunities to pivot or change the scope of the work, and it is important to be able to capitalize if appropriate.
- Execution excellence: This is a staple of the sector partnership work, which translated into this role means a sense of urgency, a commitment to quality, and focus on the goals and outcomes.
- Proficiency in digital tools: Microsoft Excel, Microsoft Powerpoint, etc.
- Be good at what you do, and have fun!

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

The intern will gain confidence in speaking and working with high-lever leadership, will have a new profound view of manufacturing and comfortable sharing this information with others, they will be able to conduct an experience of MAGNET to a group of visitors, they may even decide they would like to have a career in manufacturing!

Other information

MAGNET is focused on scalable solutions that engage communities and manufacturers. By unlocking the full potential of students and unemployed adults, workforce development programs will economically transform Northeast Ohio neighborhoods by bringing high-paying, skilled employment to residents.

Prepared by:

DaJon Battle