

## Internship Role Description

for Eleven+ Scholar Applicants

**Name of Hosting Organization:**

Cleveland Council on World Affairs

**Internship Role Title:**

International Exchange Program Intern

**Industry Classification**

Nonprofit

**Internship Category**

Education

**Number of roles available:**

1

**Available to (select any that may apply)**

College Student

Graduate Students

**Work Location (select any that may apply)**

100% In-person

**Internship Work Address:**

812 Huron Road East, Suite 620  
Cleveland, OH, 44115

**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)

**Mission of Hosting Organization**

CCWA's mission is to connect Cleveland to the world through global education, citizen diplomacy, and public dialogue. Founded in 1923, CCWA works to help Clevelanders navigate a rapidly changing global environment, foster greater understanding of the most pressing international issues of our time, and ensure the perspectives of Northeast Ohioans are heard as the future of U.S. engagement in the world is debated. CCWA delivers a range of programs to support this mission, including:

- Global Education Programs that inspire and support the next generation of leaders from Cleveland to engage on international issues and bring a global mindset to their future careers.
- Speaker programs that bring policy makers and thought leaders to share their perspectives on tough foreign policy issues – and leave with a better understanding of how these issues impact people here in Northeast Ohio.
- Exchange programs that build people-to-people relationships grounded in mutual respect and common interests across regions and cultures.

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

Interns directly work on international exchange programs hosted and managed by CCWA.

**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**

Intern works alongside exchange program staff members, including the director of exchanges and program officer.

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

Yes. Internships with CCWA allow for exposure across all of the organization's program areas focused on international work, international education programs, and nonprofit management. Interns meet with CCWA leadership for dialogues on international career paths and the U.S. Foreign Service.

**Anticipated Start Date** Monday, June 1, 2026

**Anticipated End Date** Friday, August 21, 2026

**Total Number of Weeks for the internship:** 11

**Total Number of hours per week the intern is expected to work:** 24

**Workday starts at: (start time or flexible)** 9:00 AM

**Workday ends at: (start time or flexible)** 5:00 PM

**Host Organizations website:**  
www.ccwa.org

**Hiring Contact Name** Andrew Kovach

**Hiring Contact Email** akovach@ccwa.org

**Mentor Name** Andrew Kovach

**Mentor Email** akovach@ccwa.org

**Internship Summary**

The internship largely focused on supporting CCWA's work on the U.S. Department of State International Visitor Leadership Program exchange. This program brings over 350 international professionals to Cleveland annually. This dynamic internship allows interns to develop intercultural competency skills and contribute to program management, proposal writing, and assist in leading groups visiting Cleveland.

**Essential Responsibilities of this role?**

- The Intern will draft compelling proposals and program itineraries for U.S. Department of State exchanges that showcase Cleveland as a destination for international visitors.
- The Intern will help facilitate meetings and act as a local liaison when international groups are in town.
- The Intern will help with data entry and assist with social media.

**Skill Development Opportunities**

Communication Skills

Problem Solving Skills

Interpersonal Skills

Teamwork

Time Management

Creativity

Adaptability

Work Ethic

Leadership Skills

### **Knowledge and skills required for this role**

An intern will have strong writing, verbal communication, and research skills. Ideal intern candidates will be flexible and adaptable to a fast-paced program environment.

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

By the conclusion of the internship, interns will have written several proposals for State Department review. Intern fully able to lead international visitor groups and represent CCWA and Cleveland.

### **Other information**

Further professional development opportunities may come available through the national exchange programming network CCWA is a member of.

**Prepared by:**

Andrew Kovach

**Date**

Wednesday, December 3, 2025