

Internship Role Description

for Eleven+ Scholar Applicants

Name of Hosting Organization:

Engage! Cleveland

Internship Role Title:

Events Marketing & Outreach Intern

Industry Classification

Nonprofit

Internship Category

Arts Management

Marketing/Media & Communications

Nonprofit Management

Number of roles available:

1

Available to (select any that may apply)

College Student

Graduate Students

Work Location (select any that may apply)

Flexible/hybrid- The role can be a combination of virtual and in-person- (Must be able to come into office location on agreed upon days)

Internship Work Address:

3135 Euclid Ave., Suite 103
Cleveland, Ohio, 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)

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

The Greater Cleveland Regional Transit Authority

Mission of Hosting Organization

Our mission is to attract, engage, and retain emerging, diverse talent to Greater Cleveland. Our vision is to enhance the vitality of Cleveland and surrounding communities by creating a strong community of young professionals and emerging leaders.

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

This role supports the mission by taking a hands-on approach to our marketing and outreach efforts for a number of our organization's signature events. Highlights include gaining experience in grassroots marketing, event coordination, and content creation.

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

Being a small team of five full-time professional staff members, this intern will have opportunities to work with the entire team. Though the focus is marketing and communications, there will be opportunities to work and interface with the Marketing & Communications Manager, the Development Manager, as well as the Associate Director and President of the organization.

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

Yes, in addition to the exposure to the other roles within our organization, there will be multiple events throughout the summer at various events our office sponsors to network with other Cleveland area professionals.

Anticipated Start Date Monday, May 18, 2026

Anticipated End Date Friday, August 7, 2026

Total Number of Weeks for the internship: 10

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

Workday starts at: (start time or flexible) 8:30 AM

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

Host Organizations website:
<https://engagecleveland.org/>

Hiring Contact Name Michael Grasso

Hiring Contact Email michael@engagecleveland.org

Mentor Name Abby Petty

Internship Summary

Overview:

Engage! Cleveland is seeking a creative and detail-oriented intern to support marketing and outreach efforts for Young Professionals Week, while also assisting with media kit development for all 2026 events and preparation for the Next Generation of Women Conference in March. This role offers hands-on experience in grassroots marketing, event coordination, and content creation.

Essential Responsibilities of this role?

Key Responsibilities:

- Assist with vendor and partner coordination for Young Professionals Week.
- Support grassroots marketing efforts, including outreach to local businesses and organizations.
- Contribute to marketing collateral and promotional outreach for YP Week across digital and print channels.
- Help create and format media kits for each of Engage! Cleveland’s 2026 events using Canva, preparing them for team distribution.
- Support pre-event planning and day-of coordination for the Next Generation of Women Conference in March.

Skill Development Opportunities

Communication Skills

Problem Solving Skills

Time Management

Creativity

Adaptability

Knowledge and skills required for this role

Ideal Candidate:

- Strong communication and organizational skills.
- Experience with Canva or similar design tools.
- Interest in marketing, public relations, or event planning.
- Proactive, collaborative, and comfortable working in a fast-paced environment.

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

Success at the end of the summer will be two-fold. For the organization, we will have a more robust marketing presence and increased attendance at YP Week as well as an in-depth media kit developed for the remaining 2026 events. For the intern, they will have a portfolio of marketing and event-specific content creation to showcase their impact. The intern will also leave with a better sense of the Greater Cleveland Area, a developed sense of networking, as well as exposure to the various moving parts of a non-profit organization.

Prepared by: Michael Grasso

Date Wednesday, November 26, 2025