



Internship Role Description

for Eleven+ Scholar Applicants

Name of Hosting Organization:

Cleveland Leadership Center

Internship Role Title:

Program Associate Intern

Number of roles available:

3

Available to (select any that may apply)

College Student

Graduate Students

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

All in person

Internship Work Address:

1240 Huron Road, E, Suite 450
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)

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

We are located in downtown Cleveland, in the Playhouse Square neighborhood. The Euclid Ave Healthline Bus stops right in front of our building. The RTA "rapid" train station is a short walk from our building.

Mission of Hosting Organization

The Cleveland Leadership Center's mission is to build a continuum of civic leaders committed to our community's excellence by serving as a catalyst for civic engagement.

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

The Cleveland Leadership Center (CLC) is a central community resource that provides education, connections and civic engagement opportunities for leaders of all ages and experience levels. The CLC's interconnected programs educate, connect, and engage committed citizens in the economic, social and political context of our region. The programs target different audiences for leadership development.

The Cleveland Leadership Center is seeking a talented and motivated college student to assist with the marketing, recruitment, design and delivery of two summer programs. The ideal candidate will possess a commitment to the non-profit community and a strong belief in the successful future of Cleveland.

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 will work closely with our program directors to help plan and execute leadership development programs for high school and college students.

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

Our summer interns participate in all CLC activities, including Board of Trustees meetings and weekly team meetings. Based on the interests and aptitudes of the individual intern we enthusiastically include them in whatever they find interesting within our work.

Anticipated Start Date Monday, June 3, 2024

Anticipated End Date Friday, July 26, 2024

Total Number of Weeks for the internship: 8

Total Number of hours per week the intern is expected to work: 40

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

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

Host Organizations website:

<http://www.cleveleads.org>

Contact Name Becky Borden

Contact Email bborden@cleveleads.org

Mentor Name Nicole Canitano

Mentor Email ncanitano@cleveleads.org

Internship Summary

70% Assist with design and delivery of Campus Cleveland summer program

• Assist Campus Cleveland Program Director in all aspects of design, delivery and program evaluation.

This includes:

- o Assist in design, set-up and delivery of all weekday Campus Cleveland sessions
- o Respond to Campus Cleveland intern inquiries via email
- o Organize and manage Young Professional (YP) Mentor online applications; match YP Mentors with Campus Cleveland interns
- o Assist with promoting events through social media, including sharing relevant Cleveland news stories and opportunities with participants and alumni
- o Other duties as assigned

30% Assist with Look Up To Cleveland Summer session days (two separate one-week programs):

- Assist Program Director in design and delivery of sessions. This includes:
 - o Attend the 1-week programs, assisting with session activities and set-up
 - o Support program director with pre-session preparation as needed
 - o Creating materials for sessions
 - o Organizing supplies
 - o Brainstorming activities for sessions
 - o Provide student supervision while on field trips

- o Arrange for transportation to and from field trip sites
- o Schedule catering for session days
- o Other duties as assigned

Essential Responsibilities of this role?

Essential responsibilities are to come to work enthusiastically with a collaborative mindset. As a small team, we frequently jump in to help our colleagues with whatever is needed to get the job done. No two days will be exactly the same, and that is what makes our work interesting.

Skill Development Opportunities



Knowledge and skills required for this role

Required:

- o Exceptional communication skills and professionalism - intern will be interacting with a diverse array of program affiliates
- o Ability to adjust to changing situations with sound judgment and maturity
- o Organized, comfortable with multi-tasking and willing to assist with a variety of tasks and projects
- o Previous event planning experience (college campus programs, for example)
- o Proficient with common social media platforms, such as Facebook and Twitter
- o Proficient with Microsoft Word and Excel

Preferred:

- o Knowledge of current events in Greater Cleveland and Northeast Ohio
- o Proficient with Microsoft Outlook
- o Experience with graphic design software

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

By the conclusion of the summer internship, the intern will have:

- Been a part of the planning and execution of two summer term civic education programs.
- Gained an inside perspective into the civic landscape of Cleveland, as well as hands-on event planning experience.
- Gained greater insight into the Cleveland non-profit sector by attending selected CLC program days, relevant planning and committee meetings, and one Board meeting; and worked with a variety of collaborative partners.

Other information

Transportation:

The Cleveland Leadership Center is conveniently located downtown with access to all forms of public transportation. Therefore, a car is a convenience and not a requirement for this position.

Prepared by: Becky Borden

Date Wednesday, December 13, 2023