



Internship Role Description

for Eleven+ Scholar Applicants

Name of Hosting Organization:

Engage! Cleveland

Internship Role Title:

Events 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:

2020 Center Street
CLEVELAND, OH, 44113

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

Our mission is to attract, engage, and retain emerging, diverse talent to Greater Cleveland.

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

This internship role helps to plan and execute many of our signature programs which are core to our work. EC hosts 1 event per month, but some of the events are multiple days. This is one of the ways we connect college students and young professionals to everything our community has to offer.

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

President
Events Manager
Office Administrator

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

Yes, our interns are able to participate in all of our programming which is filled with networking events. In addition, we are a member of the Cleveland Talent Alliance which hosts 3 summer intern events each year.

Anticipated Start Date

Tuesday, May 28, 2024

Anticipated End Date

Friday, August 9, 2024

Total Number of Weeks for the internship: 11

Total Number of hours per week the intern is expected to work: 20

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

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

Host Organizations website:

engagecleveland.org

Contact Name Ashley Oeken

Contact Email ashley@engagecleveland.org

Mentor Name Abby Petty

Mentor Email abby@engagecleveland.org

Internship Summary

Intern will assist with planning through executive of Engage! Cleveland's signature events. Planning includes researching venues, suggesting speakers, etc. and execution includes day of from setup to tear down.

Essential Responsibilities of this role?

- Assist with the planning and execution of events, programs and services
- Assist with the promotion of EC signature events
- Utilize social media and other platforms to share EC information across several platforms
- Assist with data management and other duties as needed

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

- Passionate about the Greater Cleveland area or interest in learning.
- Detail oriented
- Great communication skills (written and oral)
- Organized with tasks and projects
- Adaptable especially day of

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

Success will be able to have worked on many events and have a good understanding of the nonprofit event industry.

Prepared by:

Ashley Oeken

Date

Wednesday, December 6, 2023