

# Internship Role Description

for Eleven+ Scholar Applicants

**Name of Hosting Organization:**

Global Cleveland

**Internship Role Title:**

Workforce and Policy Intern

**Industry Classification**

Nonprofit

**Internship Category**

Social Justice

Economic Development

**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:**

1422 Euclid Avenue, Suite #1652  
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**

Accessible either directly outside of our offices or a walk of under 5 minutes by 3, 9, 8, 10, 11, 12, 14, 14A, 15, 55, 55B, 55C, and HealthLine buses and RTA Red Line.

**Mission of Hosting Organization**

"Global Cleveland is a non-profit organization dedicated to growing Northeast Ohio's economy by welcoming and connecting international people to opportunities and fostering a more inviting community for those seeking a place to call home."

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

Global Cleveland supports the holistic inclusion of immigrants and newcomers into the landscape of services and support in Northeast Ohio, but fundamentally, we are an economic development organization that aims to drive the growth of our population and economy.

The internship will directly contribute to these economic development efforts by supporting the retention of international students by connecting them to mentorship and workforce opportunity developing employment training partnerships in fields of study commonly chosen by international students, growing training opportunities for refugees in the building trades and healthcare sectors, educating employers on the work authorization of various populations, and supporting public policy work in the areas of workforce and housing, particularly our ongoing efforts surrounding International Medical Graduates legislation.

**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 primarily interact with the Workforce and Policy Department staff, who will assign tasks and provide day-to-day direction. The intern will also have occasional contact with the Marketing and Training and Development Departments, pertaining to the development and/or dissemination of resources and advancement of housing efforts respectively.

The intern will regularly interact with external stakeholders, including city and county government, social service organizations, the business community, educational institutions, service beneficiaries, and others.

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

Global Cleveland is deeply invested in the career exploration and networking of our interns, offering numerous opportunities to connect with a broad range of stakeholders in an effort to support interns in informing their future career plans. Some events include:

- Summer in the Land: Hosted by Greater Cleveland Partnership, interns receive complementary tickets to a Cleveland Guardians Game and connect with over 1,000 summer interns at various organizations throughout the region.
- Engage! Cleveland Young Professionals Week: A week of ticketed events of young professional-focused activities, including networking, cultural activities, and more.
- Refugee Services Collaborative of Cleveland World Refugee Day Picnic: As members of the RSC, Global Cleveland encourages interns to volunteer at the picnic to be introduced to the network of service providers locally and connect with the many ethnic communities that comprise refugees living in Northeast Ohio.

Additionally, we encourage interns to express their interests to Global Cleveland staff so that we may introduce them to appropriate stakeholders. In the past, we've hosted Cleveland City councilpeople, State Department employees, nonprofit and for-profit executives, and others to connect with interns at Lunch and Learn style events.

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

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

**Total Number of Weeks for the internship:** 12

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

**Workday starts at: (start time or flexible)** Flexible

**Workday ends at: (start time or flexible)** Flexible

**Host Organizations website:**

www.globalcleveland.org

**Hiring Contact Name** Evan Chwalek

**Hiring Contact Email** evan@globalcleveland.org

**Mentor Name** Evan Chwalek

**Mentor Email** evan@globalcleveland.org

**Internship Summary**

Global Cleveland seeks an intern to help advance our mission of strengthening Northeast Ohio's economy by ensuring immigrants, refugees, and international students can access workforce opportunity and meaningfully contribute to our economy.

In this role, the intern will support initiatives that expand career pathways, connect global talent to local employers, and inform policy discussions that shape the region's workforce and housing landscape. Projects may involve coordinating mentorship matches, assisting with employment referrals, building partnerships that enhance workforce training options, particularly in the building trades and healthcare industries, and preparing materials that help employers understand work authorization processes with the goal of dispelling myths and increasing enthusiasm in employing these communities. The intern may also contribute to research that supports ongoing efforts, including legislation affecting internationally trained medical professionals, among other efforts being developed by department staff.

The intern will work alongside Workforce and Policy Department staff and interact with jobseekers primarily in international student and refugee communities. The intern will also work externally, connecting with employers, social service organizations, local government, institutions of higher education, and others to advance these efforts.

**Essential Responsibilities of this role?**

- Assist in developing and expanding career pathways for immigrants, refugees, and international students in Northeast Ohio.
- Coordinate mentorship matches between global talent and local professionals.
- Help build and maintain partnerships with employers, training programs, and community organizations to broaden access to workforce development resources.
- Prepare and update materials that help employers understand work authorization, visa categories, and hiring processes for foreign-born talent.
- Conduct research on workforce and housing policies that impact immigrant and refugee communities. Summarize findings and provide written briefs, reports, or presentations to inform advocacy and program development efforts.
- Maintain accurate records of partnerships, mentorship matches, and participant outcomes.
- Provide general administrative support to ensure smooth execution of day-to-day program operations.

**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**

- Interns will have a demonstrated interest in politics, public policy, business, or urban development.
- Strong communication and writing skills, creativity, independent work ethic, ability to multitask, and commitment to deadlines are highly preferred.
- Interns must have proficiency in Microsoft Office suite.
- Immigrant background and/or proficiency in a foreign language is helpful, but not required.

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

Deliverables include some or all of the following items, depending on organizational priorities and student interests:

- Companies educated on work authorization of different visa holders
- Mentorship matches and employment referrals for international students and refugees
- Workforce partnerships and/or training programs developed to support refugee populations
- Resources developed to support workforce, policy, and/or housing activities
- Research conducted on workforce and housing policy
- Other outcomes as influenced by unforeseen policy change and/or organizational need

## **Other information**

N/A

**Prepared by:** Evan Chwalek

**Date** Thursday, December 4, 2025