



## Internship Role Description for Eleven+ Scholar Applicants

**Name of Hosting Organization:**

Policy Matters Ohio

**Internship Role Title:**

Communications 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:**

3631 Perkins Ave., Ste. 4C-East  
Cleveland , OH, 44114

**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**

Our offices are a 5-minute walk from the Health Line.

**Mission of Hosting Organization**

Policy Matters Ohio is a non-profit, non-partisan policy research institute with offices in Cleveland and Columbus. We create a more vibrant, equitable, sustainable and inclusive Ohio through research, strategic communications, coalition building and policy advocacy. We study and advocate for progressive policies that serve everyone—not just the wealthy and well-connected.

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

Interns help make our work possible by increasing our capacity to develop and distribute research products, and to engage with communities, activists and other stakeholders. Communications and Outreach interns learn fundamentals of strategic communication and how to apply a messaging framework.

Communications Interns help develop social media campaigns and conduct traditional media monitoring, and participate in release planning with research staff.

**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**

Communications Associate, Communications Director

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

Communications Interns attend staff meetings with the full Policy Matters staff, which includes communications professionals, a development director, operations manager, administrative director and executive director, and research team. The will join a cohort of 4-5 other interns (split between our Cleveland and Columbus offices).

Comms Interns meet monthly with the Communications, Development & Outreach team and may attend weekly briefings with the state's progressive communications table. They will also have opportunities to attend professional development webinars, subject to availability.

Interns also attend meetings with individual staff members who serve a variety of roles, and who come from a variety of backgrounds, to illustrate some of the ways people make careers in the field of public policy.

**Anticipated Start Date** Monday, June 10, 2024

**Anticipated End Date** Friday, August 16, 2024

**Total Number of Weeks for the internship:** 10

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

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

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

**Host Organizations website:**  
<http://www.policymattersohio.org>

**Contact Name** Ben Stein

**Contact Email** bstein@policymattersohio.org

**Internship Summary**

Interns have formal relationships with at least two staff members: a mentor who is an expert in their area of work, and our program coordinator. The former develops projects, provides necessary skill training, feedback and technical expertise. The latter supervises the organization's intern cohort (typically 4-6 interns), using our curriculum to help interns make connections among their individual work, the organization's mission, and Ohio's broader policy landscape. This approach lets us supplement interns' career-oriented training in the work of a policy institute with opportunities to reflect on and process the experience, individually and among peers.

## Essential Responsibilities of this role?

Work with communications and research staff to develop public-facing products derived from our original research. These may include videos and other social media content, infographics, one-pagers and educational materials.

Interns may also track media coverage of our work, develop strategic contacts lists and help maintain our website.

## Skill Development Opportunities

Communication Skills

Problem Solving Skills

Interpersonal Skills

Teamwork

Time Management

Creativity

Adaptability

Work Ethic

## Knowledge and skills required for this role

Strong writing and other communication skills.

Applicants should be comfortable using Word and will be expected to use Microsoft Office products including Outlook and Teams.

Applicants should have an interest in state-level public policy.

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

A successful communications intern will end the summer with a clear sense of what it means to engage in "strategic communications" for a public policy organization, and a better understanding of whether that work suits their career goals.

## Other information

Policy Matters staff works in our office on Mondays and Wednesdays, roughly from 9-5. Tuesdays, Thursdays & Fridays we work from home, with the option of coming to the office. Interns will have the same options. Schedule is flexible except for some required meetings, including all-staff on Mondays from 10-11.

**Prepared by:** Ben Stein

**Date** Thursday, November 16, 2023