



Internship Role Description

for Eleven+ Scholar Applicants

Name of Hosting Organization:

Engage! Cleveland

Internship Role Title:

Data Management 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

Intern will support the mission/purpose of the organization by assisting in inputting data into our CRM database. And subsequently, utilizing the data and CRM system to run reports, generate leads, etc.

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
Sponsorship and Management Manager
Office Administrator

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

Yes, both within our organization at a variety of events we host each summer as well as through the Cleveland Talent Alliance which will host 3 intern events over the summer.

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 Megan Brown

Mentor Email megan@engagecleveland.org

Internship Summary

Intern will assist with data management of the organization. Intern will learn to utilize CRM system.

Essential Responsibilities of this role?

- Reviewing data for data entry.
- Inputting data into CRM system.
- Pulling data and reports from CRM system.

Skill Development Opportunities

Communication Skills

Problem Solving Skills

Interpersonal Skills

Teamwork

Time Management

Adaptability

Work Ethic

Leadership Skills

Knowledge and skills required for this role

- Detail oriented
- Great communication skills (written and oral)
- Organized with tasks and projects
- Computer literate
- Previous experience with data management and CRM systems is a plus

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

Success will be able to have worked on many facets of data management in a nonprofit setting.

Prepared by: Ashley Oeken

Date

Wednesday, December 6, 2023