

# Internship Role Description

for Eleven+ Scholar Applicants

**Name of Hosting Organization:**

Engage! Cleveland

**Internship Role Title:**

Events Intern

**Industry Classification**

Nonprofit

**Internship Category**

Events

**Number of roles available:**

1

**Available to (select any that may apply)**

College Student

**Work Location (select any that may apply)**

Flexible/hybrid- The role can be a combination of virtual and in-person-( Must be able to come into office location on agreed upon days)

**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**

The Events Intern will gain hands-on experience in event planning, marketing, and community engagement by assisting with the preparation and execution of Engage! Cleveland's key programs and events. This internship offers the opportunity to develop critical professional skills while contributing to impactful programs aimed at empowering young professionals and emerging leaders.

**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**

Events Manager

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

Yes

**Anticipated Start Date**

Monday, June 2, 2025

**Anticipated End Date**

Wednesday, August 20, 2025

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

**Total Number of hours per week the intern is expected to work:** 8

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

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

**Host Organizations website:**

<https://engagecleveland.org/>

**Hiring Contact Name** Ashley M Oeken

**Hiring Contact Email** ashley@engagecleveland.org

**Mentor Name** Abby Petty

**Mentor Email** abby@engagecleveland.org

**Internship Summary**

Internship Description:

The Events Intern will gain hands-on experience in event planning, marketing, and community engagement by assisting with the preparation and execution of Engage! Cleveland's key programs and events. This internship offers the opportunity to develop critical professional skills while contributing to impactful programs aimed at empowering young professionals and emerging leaders.

**Essential Responsibilities of this role?**

Key Responsibilities:

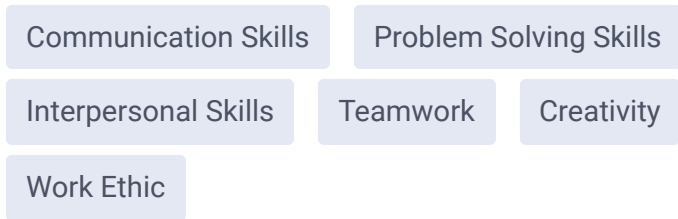
1. Event Support for Signature Programs
  - Assist with the planning and execution of Engage! Cleveland's key events, including Young Professionals Week, Mid-Career Series, DE&I Initiatives, and Generation NEXT.
  - Provide logistical support, such as venue research, vendor coordination, and day-of setup.
  - Assist in managing run-of-show tasks and attendee coordination at events.
  - Capture event highlights through photos, videos, and attendee interviews for use in marketing materials.
2. Media Kit Development
  - Use Canva or similar design platforms to create promotional materials, including flyers, social media graphics, email banners, and more, for all signature programs.
  - Ensure all media kit materials are aligned with Engage! Cleveland's branding guidelines.
  - Collaborate with the marketing team to ensure all graphic formats meet usage requirements.
3. Brainstorming and Promotion of Events
  - Participate in brainstorming sessions to develop innovative ideas for Engage! Cleveland's events.
  - Assist in promoting events through social media, email campaigns, and other communication channels.
4. General Event Preparation Tasks
  - Venue research and coordination for future events.
  - Prepare materials for events, such as PowerPoint presentations, speaker asks, and remarks.
  - Assist with data management and other administrative tasks as needed.

Preferred Qualifications:

- Currently pursuing a Bachelor's or advanced degree in events, business, nonprofit management, or a related field.

- Strong written and oral communication skills.
- Experience with Canva or similar graphic design tools, and familiarity with social media platforms.
- Exceptional time management, organizational skills, and attention to detail. ● Ability to work independently and handle multiple tasks.

### Skill Development Opportunities



### Knowledge and skills required for this role

- Strong written and oral communication skills.
- Experience with Canva or similar graphic design tools, and familiarity with social media platforms.
- Exceptional time management, organizational skills, and attention to detail. ● Ability to work independently and handle multiple tasks.

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

Success at the end of this internship would be demonstrated through several key outcomes related to both personal development and contributions to the organization’s objectives. Here’s how success might look:

Event Execution and Support, Successful Involvement in Key Events, Media Kit and Marketing Support, Effective Promotional Materials, Creative Contribution and Brainstorming, Innovative Event Ideas, Effective Coordination, Attention to Detail, Skills Development, and Professional Growth.

In summary, success in this internship would mean that the intern has gained practical experience, contributed meaningfully to the organization’s goals, developed key skills, and received positive recognition for their work.

**Prepared by:** Megan Turek

**Date** Friday, December 20, 2024