

## Internship Role Description

for Eleven+ Scholar Applicants

**Name of Hosting Organization:**

Engage! Cleveland

**Internship Role Title:**

Digital Content Intern

**Industry Classification**

Nonprofit

**Internship Category**

Marketing/Media & Communications

Nonprofit Management

Technology

**Number of roles available:**

1

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

College Student

Graduate Students

**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)

**Internship Work Address:**

3135 Euclid Ave., Suite 103  
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**

The Greater Cleveland Regional Transit Authority

**Mission of Hosting Organization**

Our mission is to attract, engage, and retain emerging, diverse talent to Greater Cleveland. Our vision is to enhance the vitality of Cleveland and surrounding communities by creating a strong community of young professionals and emerging leaders.

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

This role supports the mission by taking a hands-on approach to our marketing and communication efforts with the goal of reaching early to mid-career professionals online through a vibrant and robust social media presence.

## **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**

Being a small team of five full-time professional staff members, this intern will have opportunities to work with the entire team. Though the focus is marketing and communications, there will be opportunities to work and interface with the Events Manager, the Development Manager, as well as the Associate Director and President of the organization.

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

Yes, in addition to the exposure to the other roles within our organization, there will be multiple events throughout the summer at various events our office sponsors to network with other Cleveland area professionals.

**Anticipated Start Date** Monday, May 18, 2026

**Anticipated End Date** Friday, August 7, 2026

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

**Total Number of hours per week the intern is expected to work:** 25

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

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

### **Host Organizations website:**

<https://engagecleveland.org/>

**Hiring Contact Name** Michael Grasso

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

**Mentor Name** Belle Mercurio

### **Internship Summary**

Overview:

Engage! Cleveland is seeking a creative and organized intern to support our community spotlight blog series and digital content efforts. This intern will help identify and interview past event participants, speakers, and local influencers, transforming their stories into engaging blog posts and short-form media content.

### **Essential Responsibilities of this role?**

Key Responsibilities:

- Identify potential interviewees from past Engage! Cleveland events and community partners.
- Coordinate and schedule interviews, including drafting thoughtful and engaging interview questions.
- Draft and edit blog posts that highlight individual stories, experiences, and community impact.
- Review and edit video footage from past events to create short clips and soundbites for social media.
- Collaborate with the Events and Marketing teams to align storytelling with upcoming campaigns and initiatives.

## Skill Development Opportunities

Communication Skills

Problem Solving Skills

Teamwork

Creativity

## Knowledge and skills required for this role

Ideal Candidate:

- Strong writing, communication, and organizational skills.
- Interest in storytelling, journalism, digital media, or community engagement.
- Comfortable reaching out to individuals and managing interview logistics.
- Experience with video editing tools (e.g., Canva, CapCut, Adobe Premiere) is a plus.

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

Success at the end of the summer will be two-fold. For the organization, we will have a more robust online presence and increased engagement while, for the intern, they will have a portfolio of digital content creation to showcase their impact. The intern will also leave with a better sense of the Greater Cleveland Area, a developed sense of networking, as well as exposure to the various moving parts of a non-profit organization.

**Prepared by:**

Michael Grasso

**Date**

Wednesday, November 26, 2025