Internship Role Description
for Eleven+ Scholar Applicants

Name of Hosting Organization:
Global Cleveland

Internship Role Title:
Global Entrepreneur in Residence 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)

All in person

Internship Work Address:
1422 Euclid Avenue #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

Health line, busses 8, 11, 15, 77, 251, 90, 55, and red line are nearby.

Mission of Hosting Organization

To grow 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

This internship supports the Global Entrepreneur in Residence Program, which provides an H-1B visa to a foreign-born entrepreneur. This boosts our population locally, deepens our entrepreneurial ecosystem, creates local jobs, and contributes to the vibrancy and visibility of immigrants in our community.

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 work directly with Global Cleveland's Program Training and Development Coordinator for the daily activities of their internship and report to other staff for the administration of their internship. The Training and Development team coordinates Global Rising, a leadership and mentorship program for International newcomers and the Global Entrepreneur in Residence Program.

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

There will be numerous networking opportunities for the intern. From interaction with the Global Cleveland

team and its partners to staff outings. Global Cleveland staff will also learn about the candidate's career goals and connect the intern to other appropriate networking opportunities.

Anticipated Start Date Tuesday, June 4, 2024

Anticipated End Date Friday, August 9, 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:
www.globalcleveland.org

Contact Name Evan Chwalek

Contact Email evan@globalcleveland.org

Mentor Name Evan Chwalek

Mentor Email evan@globalcleveland.org

Internship Summary

The internship will support the Global Entrepreneur in Residence program, which provides a cap-exempt H-1B visa to a foreign-born entrepreneur. This program is the first of its kind in Ohio and unique in that it circumvents the H-1B lottery, essentially guaranteeing employment authorization to eligible candidates.

Interns will support the capacity growth of the GEIR program through interacting with current program participants, connecting with key stakeholders in the regional entrepreneurial ecosystem, developing educational and marketing materials for the program, and performing other administrative duties that improve the function of the program.

Essential Responsibilities of this role?

•   Assist in organizing and coordinating events, workshops, and networking sessions for the Global Entrepreneur in Residence Program and Global Rising.
•   Provide administrative support, including database management, scheduling, and correspondence with program participants and stakeholders.
•   Assist in developing and maintaining partnerships with local governments, community organizations, companies, educational institutions, and other stakeholders.
•   Conduct research and analysis on entrepreneurship trends, immigrant integration, and best practices in talent retention and attraction.
•   Support in monitoring and evaluating program effectiveness through data collection and analysis.
•   Assist in building resources and developing strategies for program enhancement and participant and alumni engagement.

Skill Development Opportunities

Problem Solving Skills   Interpersonal Skills

Teamwork   Creativity   Adaptability

Leadership Skills

Knowledge and skills required for this role

- Excellent communication skills, both written and verbal
- Strong organizational abilities with keen attention to detail
- Proficiency in MS Word, Excel, and spreadsheets.
- Understanding of management information systems: online database and electronic filing system
- Ability to work independently and collaboratively in a diverse team environment.
- Ability to learn and utilize programs for email marketing, survey, and CRM.
- General office skills, including typing, filing, answering telephones, scheduling, copying, scanning, etc.
- Effective critical thinking, and ability to multi-task.

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

We expect the tangible results of the intern's efforts to consist of new resources that serve to educate various parties and increase Global Cleveland's capacity to operate in the local entrepreneurial ecosystem.

The intern may develop a database that tracks venture capital firms, accelerators, incubators, and other important stakeholders. The database will contain data like contact information or the industries that a certain organization operates in. Additionally, the intern may develop a newsletter for the GEIR program that is sent to universities, GEIR committee members, potential candidates, and others to keep them updated on developments in the program and educate prospective EIRs on the program.

Prepared by: Evan Chwalek

Date   Wednesday, December 6, 2023

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