Employer: The CARE Program  
Assignment Address: 1370 Victory Drive, South Euclid, Ohio 44121  
Job Category: Liberal Arts/Humanities  
Marketing/Sales/Social Media  
Number of Openings: 1  
Work Schedule/Hours: 10-16 hrs./week  
Internship Duration: 10 weeks  
Internship Dates: May 28 – August 9, 2019

Company Profile:  
The CARE Program (Communities Assisting Residential Elders) is a service based organization focused on recruiting volunteers to provide unskilled simple home maintenance tasks to senior citizens in and around their homes. The goal of the CARE Program is to keep elders living safely and independently in their home as long as possible. The program, serving eight diverse east-side communities (Cleveland Heights, Highland Heights, Lyndhurst, Maple Heights, Mayfield Heights, Mayfield Village, Solon, and South Euclid) focuses on the needs of moderate income homeowners who wish to remain in their own homes as they age. The CARE Program is governed under the umbrella of Community Partnership on Aging. Community Partnership on Aging is a council of government/non-profit social service agency.

Job Responsibilities:  
- Support social media advertising on a weekly basis to increase awareness and followers.  
- Maintaining the CARE Program’s Facebook page, develop other social media streams such as: LinkedIn, YouTube, Instagram, etc.  
- Create advertisements for social media and print, and other means of marketing to recruit volunteers and increase CARE memberships.  
- In addition, the CARE Program Intern will assist in event management such as overseeing service days, client services, and other office duties as assigned to include creating marketing flyers, video collages, attend meetings, and serving as a point person for home services.

Required Qualifications:  
- Must have access to a cell phone.  
- Must have access to a vehicle to drive between locations.

Preferred Qualifications:  
- The internship is open to all candidates with a preference given to Marketing, Advertising, Social Media, or Social Work majors.