



**Summer Internship Program**  
**May 28, 2019 - August 9, 2019**  
**External Employer**  
**Job Description**

**Employer:** West Creek Conservancy  
**Assignment Address:** 1440 Rockside Rd., Suite 329, Cleveland OH 44134  
**Job Category:** Business  
Marketing/Sales/Social Media  
**Number of Openings:** 2  
**Work Schedule/Hours:** 10 hrs./week  
**Internship Duration:** 10 weeks  
**Internship Dates:** May 28 – August 9, 2019

**Company Profile:**

West Creek Conservancy (WCC) is a non-profit organization working to protect local natural areas, open spaces, streams, and waterways. Interns work alongside all staff members to help with our overall mission; to enrich the lives of people in Greater Cleveland by conserving natural habitat, restoring ecological value and sustainability of urban land, and expanding neighborhood opportunities to experience nature.

**Job Responsibilities:**

- Seek donations and sponsorships for fundraising events.
- Design marketing material for events.
- Assist with planning fundraising events (e.g. logistics).
- Promote and market all WCC events (social media platforms and written/printed material).
- Assist Office Manager and Stewardship Manager with WCC related projects/programs.

**Required Qualifications:**

- Proficient in Microsoft Word, Excel, and Publisher
- Verbal and written communication skills
- Ability to meet deadlines
- Provide own vehicle/insurance

**Preferred Qualifications:**

- Comfortable approaching businesses for donations and sponsorships.