



Summer Internship Program
May 26, 2020 - August 7, 2020
External Employer
Job Description

Employer: AmMore LLC
Assignment Address: 7000 Euclid Avenue, Cleveland, OH 44103
Job Category (Select up to 2): Human Resources Marketing/Sales/Social Media
Work Schedule/Hours: Flexible
Internship Duration: 10 Weeks
Internship Dates (Start/End): June 2, 2020 / July 31, 2020

Company Profile: (e.g., in one or two sentences, describe your business)

AmMore LLC is the first Cleveland-based company dedicated to supporting organizations to effectively diversify their workforce by developing strategies to successfully attract, retain and advance Latino talent to succeed and thrive in Greater Cleveland.

Job Responsibilities: (e.g. functions and/or projects)

- Manage and update company website
- Create content for website and other internal and external communication and marketing materials
- Support business development activities such as updating LinkedIn contacts database, conducting research on Cleveland companies, developing templates for intake and client communication
- Support special projects such as Latino professional development events, networking events, Talent Acquisition Workshops, among others

Required Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Excellent writing and editing skills in English
- Working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations)
- Familiarity with the Latino community in Greater Cleveland
- Firm grasp of available tools and platforms in the social media space
- Must be computer literate (working knowledge of Microsoft Word, PowerPoint, and Excel)
- Self- driven and able to meet deadlines and work independently
- Ability to communicate in a professional manner with potential clients and community contacts

Preferred Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Related experience, paid or unpaid in marketing or communications is a plus
- Proficiency in GSuite, Wix highly desired; knowledge of HTML and graphic design a plus
- Enthusiasm for the mission of AmMore