



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

**Employer:** Engage! Cleveland  
**Assignment Address:** 8200 Sweet Valley Drive, Suite 100, Valley View, OH 44125  
**Job Category (Select up to 2):** Marketing/Sales/Social Media  
**Work Schedule/Hours:** Flexible - Our core office hours are Monday-Friday from 8:30am-5:00pm  
**Internship Duration:** 10 Weeks  
**Internship Dates (Start/End):** May 26, 2020 / August 7, 2020

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

Engage! Cleveland (EC) is a community engagement organization for young professionals and business/community leaders who are passionate about making Cleveland a lasting home for the next generation. Our goal is to attract, engage and retain young, diverse talent to Greater Cleveland by connecting young professionals to people, jobs, organizations and events.

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

- Write content for marketing collateral, social media and website
- Assist with the planning and execution of events, programs and services
- Assist with the promotion of EC signature events
- Utilize social media and other platforms to share EC information across several platforms
- Assist with data management and other duties as needed

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

- Be in the process of earning a degree, preferably in communications, marketing, public relations, events, business or a related field
- Possess strong written and oral communication skills
- Have knowledge of Microsoft Office, WordPress, social media, Hootsuite software
- Have the ability to attend public functions/events as a representative of EC
- Have a strong passion for Cleveland and Engage! Cleveland's mission

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

- Possess outstanding time management skills, organizational skills and a great attention to detail
- Demonstrate the ability to work independently
- Have experience with nonprofits, events and communications or a desire to learn