



THE CLEVELAND FOUNDATION SUMMER INTERNSHIP PROGRAM HOST ORGANIZATION – How to apply

The foundation's Summer Internship Program provides a limited number of college students or recent graduates an opportunity to work in Cleveland-area nonprofit organizations or governmental agencies during the summer months. All interns are required to work full-time as designated by their host organization. In addition, interns attend a weekly seminar highlighting key organizations and programs being conducted in the local nonprofit and public sectors.

The following roles and responsibilities apply to host organizations:

- Appoint a senior staff member to serve as the intern's supervisor.
- Provide ample supervision, feedback, and support to the intern.
- Provide meaningful work and learning experiences for the intern. Past interns have worked on projects such as event planning for a major fundraising event, designing an audience demographic survey, developing a marketing/outreach plan and revising training materials
- Provide a workspace and other resources (access to computer, reference materials, telephone) needed for the intern to complete work assignments.
- Accept the intern as a temporary employee of your organization for the 11-week term of the internship program. This includes distributing the intern stipend in accordance with your organization's normal payroll procedures.

Please submit a request in writing no later than November 30, 2011 addressing the following points:

1. Briefly describe your organization in one or two paragraphs;
2. Please describe the project(s) you would plan for an intern to undertake during the eleven-week summer internship program; and
3. Please share any additional information that you believe will be helpful to us in making a decision.

Please email request to nbeckford@clevelandn.org or send a hard copy to:

Attn: Ciba Jones
The Cleveland Foundation
1422 Euclid Avenue, Suite 1300
Cleveland, OH 44115

For more information, please contact:

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