



Marketing & Communications Intern

Position:	Temporary, part-time, nonexempt, paid (\$12.00 per hour)
Department:	Marketing & Communications
Reports to:	Senior Marketing & Communications Officer
Supervises:	N/A
Date Revised:	October 2017

Summary: The marketing & communications intern will provide support to the entire marketing & communications team, including writing, material development, event planning, research and evaluation. The intern will be responsible to the Chief Marketing Officer with daily supervision provided by the Senior Marketing & Communications Officer. *The incumbent will work approximately 14-24 hours per week with increased availability during school breaks, including summers, preferred.* The intern role is designed to expose and challenge junior or senior level students pursuing a degree in marketing, communications or a related field to all facets of integrated marketing. The internship is designed to follow an academic quarter or semester and may be extended, provided there is additional work available.

Responsibilities and Expected Outcomes:

In collaboration with the Senior Marketing & Communications Officer:

- Develop content for social media channels, including Facebook, Twitter, LinkedIn, Instagram and other digital platforms.
- Provide on-site event support and assist team with event planning and community relations.
- Conduct ongoing news media and social media monitoring and tracking for Cleveland Foundation coverage, message analysis and community foundation sector trends.
- Maintain event and speaking opportunity tracker in support of the foundation's Speakers' Bureau.
- Generate e-newsletter and blog content.
- Generate content for internal communications vehicles.
- Provide Advancement and Grantmaking communications support as needed, particularly copy writing.



Essential Qualifications, Credentials and Technical Skills required:

- Currently a junior or senior pursuing a bachelor's degree in public relations, communications or marketing; previous internship experience considered a plus.
- Strong writing, proofreading, social media and research skills. Graphic design, video and HTML/content management experience preferred. Special event experience a plus.
- Know-how to produce communications in multiple formats, including digital, print and broadcast.
- Excellent interpersonal skills and attention to detail required.
- Strong organization skills. Ability to effectively manage course load, extra-curricular and internship responsibilities.
- Excellent verbal and written communication skills. Willingness to ask questions when in need of direction or clarification.
- Ability and confidence to interact with staff at all levels and external constituents.
- Creativity and passion for philanthropic communications and non-profit marketing. Desire to continue learning and growing.

APPLICATION PROCESS:

If you are interested in applying for this internship, please send a resume and cover letter to resumes@clevelandfn.org by November 20, 2017. Candidates selected for the interview process will be contacted around the week of November 27, 2017. ***We regret that we cannot respond personally to each applicant.***

Our Mission:

to enhance the lives of all residents of Greater Cleveland, now and for generations to come, by working together with our donors to build community endowment, address needs through grant making, and provide leadership on key community issues.

Our Vision:

to use the power of philanthropy to enable Greater Cleveland to be a great and global American city. Together with our donors and partners, we will make innovative, impactful, and internationally recognized contributions to the field of philanthropy.

Integrity

Leadership

Innovation

Service

Learning

Partnership