



Position Description

Media Specialist Intern

The Media and Data Intern is responsible for collaborating with the Civic Innovation Lab team on various departmental functions including but not limited to research and information gathering, writing, and proofreading. The intern will report to the Civic Innovation Lab program coordinator.

PRIMARY DUTIES AND RESPONSIBILITIES:

The essential functions of the intern include, but are not limited to:

- Contribute information about the Civic Innovation Lab and grantees in social media outlets
- Stay abreast of current events and issues in the region and nation, as related to the Civic Innovation Lab, grantees, cultural entrepreneurship, innovation, social entrepreneurship, and creative economies
- Report on new media technologies
- Assist with data-entry, record-keeping function, and maintaining the integrity of the database.
- Assist in preparation of materials for committee meetings. This includes preparing reports on the program's activities as well as special statistical reports for evaluation.
- Provide weekly updates to the Civic Innovation Lab team on the progress with various assigned projects and issues to be addressed
- Various writing and research assignments

QUALIFICATIONS AND SKILLS:

The successful candidate must possess the following professional qualifications and skills:

- Master's or undergraduate degree candidate with a focus in communication or marketing, preferred with related work experience
- A highly motivated self-starter with the ability to work well independently
- Familiarity with various forms of communication, including print, electronic, broadcast, and multimedia
- Familiarity with social media micro-media outlets, including twitter, blogging, LinkedIn, Facebook, and the like
- Demonstrated exceptional writing and editing skills and a strong command of the English language and AP Style
- Ability to manage multiple projects and activities in a fast-paced work environment with a series of continuous deadlines
- Excellent internet research skills
- Excellent interpersonal skills and ability to work effectively with persons and communities of diverse backgrounds
- Familiarity with Cleveland's nonprofit community preferred
- Must be available 10-15 hours per week, 3-4 days a week preferred, but flexible.

OUR ORGANIZATION

The Civic Innovation Lab fuels creative innovation by providing mentoring and funding of up to \$30,000 for ideas that can improve the Greater Cleveland economy. Since 2003, the Lab has granted over \$1.3MM to 45 great ideas. Included in this portfolio are initiatives to foster downtown vibrancy, attract and retain talent, support entrepreneurship and build emerging industries.

TERM

Intern position requires 10-15 hours of work per week, preferably 3-4 days over the course of at least one semester/quarter. Intern will be paid at an hourly rate of \$10.00.

APPLICATION

To apply, please send a resume and cover letter mbrown@clevefdn.org or Human Resources Manager, the Cleveland Foundation, 1422 Euclid Avenue, Suite 1300, Cleveland, OH 44115. No phone calls, please.