

## **E CITY Internship Description**

### **Company Description:**

E CITY stands for Entrepreneurship: Connecting, Inspiring and Teaching Youth. It's a nonprofit organization that serves Cleveland youth by offering a 70-hour entrepreneurship and business skills course.

### **Purpose:**

Part-time position to support E CITY's Program Department with program support tasks and/or support E CITY's Executive Assistant and other staff members with administrative tasks.

### **Program Support Duties:**

- Assist in mailings for BizCamp programs, alumni events, etc.
- Follow up with interested students during recruitment process
- Purchase program supplies
- Copy program materials
- Transport materials, supplies, and program snacks to program sites as needed (gas will be reimbursed)
- Chaperoning field trips as needed
- Ordering food for meetings, parent orientations, business plan competitions, alumni events, CET meetings, etc.
- Database entry
- Assist in coordination of meetings, business plan competitions, etc. and prepare materials
- Maintain RSVP list for E CITYwide Business Plan Competition

### **Administrative Job Duties:**

- Help maintain company database. Includes: entering new records and updating current records (training provided – very simple database)
- Prepare marketing packets (copying/printing materials and stuffing in folder)
- Print, fold, stuff, seal and mail letters
- Write letters, including merging, printing and mailing form letters
- Create office documents using Microsoft Word and Excel.
- Send faxed documents.
- Scan and copy documents.
- Maintain electronic and physical filing systems
- Track needs and order office supplies
- No heavy office cleaning duties, but will need to keep the office and small kitchen neat and orderly.
- Assist with additional duties and perform other clerical duties as needed

**Job Qualifications:**

- High School Diploma or GED
- Previous office experience
- Must be proficient in Excel, Word, Outlook, basic database software. Some PowerPoint and MS Publisher.
- Good interpersonal communication skills
- Good level of responsibility, reliability, and punctuality
- Should be detail-oriented and be able to follow through with all commitments
- Must be flexible and able to react quickly to requests for help
- Must be able to manage multiple priorities and needs
- Appropriate and professional behavior at all times

**Hours/Schedule:**

- 15-20 hours per week
- Hours can be flexibly scheduled as long as they are scheduled in advance
- Position through May 30<sup>th</sup> (negotiable after May 30<sup>th</sup>)

**Pay:**

- Unpaid/Workstudy - \$8/hour

**Location:**

Office is located at East 36<sup>th</sup> Street and Perkins Avenue in a large office building. 100% of work duties will be at the office. Front door to building and offices are secured with key entry and office has security system.

If you meet the above mentioned qualifications, please submit resume and application via email to:

Emily Steele  
E CITY  
3635 Perkins Ave, Suite 5 NE  
Cleveland, OH 44114  
[emily.steele@ecitycleveland.com](mailto:emily.steele@ecitycleveland.com)