

Civic + Creative Engagement Intern - 2023

Deadline to Apply: April 14, 2023

Release Date:

March 9, 2023

Position Title:

Civic + Creative Engagement Intern

How to Apply

Please submit your **cover letter** detailing why you are the ideal candidate for this position, a **resume** and (3) **professional references** that may describe how your credentials align for this employment opportunity to jobs@clevotes.com by **Friday, April 14, 2023**.

Status + Internship Period

Part-Time Intern, maximum 30 hours per week (Hybrid; we work remote on Monday/Friday and in the office Tuesday, Wednesday and Thursday). The internship term is June 6 - August 4, 2023.

Vision for Ideal Candidate

[Cleveland VOTES](#), a young and rapidly growing organization, seeks an intern that is an entrepreneurial, resourceful, highly collaborative team player who possesses strong creative strategy skills and excels at managing a realistic balance among multiple priorities. We seek an intern who has experience demonstrating how they have embedded racial justice, equity, and inclusion in their prior studies and/or work. Additionally, we seek an intern with relative experience in communications + narrative strategy in order to not only contribute to CV's ideas but be able to externalize them. Our ideal intern thrives in an environment where they can work independently on projects from conception to completion, while also enjoying meeting deadlines and designing + refining processes to make them run more smoothly. The ideal intern will have an understanding of the issues faced by the electorate in our region.

Responsibilities

- Engage and spend time with the organization's Senior Strategist to understand Cleveland VOTES' vision, mission and strategic priorities.
- In collaboration with the Senior Strategist, the intern will learn and support implementation and planning tactics for our organization's programming priorities as identified in our [2022-2026 Strategic Plan](#).
- Execute research asks and uncover insights to fuel the strategy process and support the crafting of strategic deliverables, both creative and analytical, in regards to the strategic plan.
- Partner with the Communications + Narrative Strategist to enhance digital marketing capabilities, create graphics and proofread writing.
- Provide support to the Civic Engagement Strategist through assisting in the planning and execution of programs designed to increase community awareness and providing administrative and analytic support.

- Assistive support and added capacity on projects as needed.

Upon Completing the Internship

- At the conclusion of the internship, we aim for our intern to gain awareness and understanding of the following:
 - Deep dive understanding of civic and voter engagement programming
 - Knowledge pertaining to the communication strategies and tactics necessary to cultivate a more equitable democracy
 - Tangible experience with creating and developing graphics and communication assets to increase awareness
 - Research and analytical skills that may be translated into academia and future endeavors
 - Concrete knowledge on how to develop the necessary processes and documents for a pilot program

Qualifications

- Deep passion for advancing and strengthening equitable democracy.
- Excellent writing, public speaking, and editing skills; strong relationship cultivation capability, and the ability to address varied audiences.
- Successful project leadership skills in designing, developing, managing, and implementing projects and deadlines to achieve stated goals and objectives with strong attention to detail.
- Demonstrated experience in design, systems thinking and critical analysis.
- Takes initiative to solve problems and displays excellent judgment during difficult situations.
- Excellent prioritization and time management skills with demonstrated success supporting an organization's executives.
- High comfort with Microsoft Office Suite, Canva, Google Suite, Zoom.
- Please note, while we do not have a preferred major or discipline for this internship, those candidates pursuing the following studies may have interest and/or alignment for this role: Communications, Political Science, Public Policy, Public Health and Social Work

Compensation

Cleveland VOTES is fiscally sponsored by the Greater Cleveland Neighborhood Centers Association (GCNCA). The intern will receive \$15 per hour, plus cell phone and wellness reimbursements. Please note, this is a part-time temporary position.

Cleveland VOTES is a nonpartisan organization that is committed to a diverse workplace, seeking voices and expertise from a wide-array of persons. Cleveland VOTES is an Equal Opportunity Employer, where we encourage candidates of all ages, color, ethnic background, country of origin, religion, disability status, gender, sexual orientation, and gender identity to apply.