



# Internship Role Description

for Eleven+ Scholar Applicants

**Name of Hosting Organization:**

Cleveland Council on World Affairs

**Internship Role Title:**

Model United Nations Intern

**Industry Classification**

Nonprofit

**Internship Category**

Education

Nonprofit Management

International Relations

**Number of roles available:**

1

**Available to (select any that may apply)**

College Student

Graduate Students

**Work Location (select any that may apply)**

100% In-person

**Internship Work Address:**

812 Huron Rd E, Ste 620  
Cleveland, OH, USA, OH, 44115

**Many of applicants utilize public transportation. Is the work location accessible by public transportation?**

Yes, the work location is accessible by public transportation (Bus/Train)

**Mission of Hosting Organization**

Our mission is to inspire engagement in international affairs and world cultures through education, citizen diplomacy and public dialogue.

**How does this internship role support the mission/purpose of the organization**

The intern will be helping the education team gear up and prepare materials for education programs for the upcoming fall which will help engagement through education programs and further push the mission.

**What functions within the organization will the intern be working with? For example, this role will work with Staff Counselor, Finance Staff, and Operations Team**

Education Team

**Will there be additional networking opportunities within the organization for the intern to gain expose to other roles and functions.**

The intern will have a chance to network with other CCWA Summer interns, and CCWA staff.

**Anticipated Start Date**

Monday, June 2, 2025

**Anticipated End Date** Friday, August 22, 2025

**Total Number of Weeks for the internship:** 11

**Total Number of hours per week the intern is expected to work:** 25

**Workday starts at: (start time or flexible)** 9am- flexible

**Workday ends at: (start time or flexible)** 5pm-flexible

**Host Organizations website:**

www.ccwa.org

**Hiring Contact Name** Veronica Ruhe

**Hiring Contact Email** vruhe@ccwa.org

**Mentor Name** Veronica Ruhe

**Mentor Email** vruhe@ccwa.org

**Internship Summary**

This internship will specifically focus on supporting the Model UN program, and other student programming work of CCWA. CCWA produces research guides, called background guides, covering introductory information on the 2025-2026 Model UN committees and topics. The intern will be expected to write 4 background guides during their internship.

**Essential Responsibilities of this role?**

With guidance from supervisor, the Model UN Intern will have the following responsibilities:

- Undertake research on UN issues and draft 4 background guides for the 2024-2025 Model UN conference committees and topics.
- Create simulation international crisis scenarios related to the topics of the background guides.
- Collaborate with other Model UN intern on research and editing.
- Contribute to the selection of committees and topics for the background guides.
- Develop materials for CCWA's other educational programs.

**Skill Development Opportunities**

Communication Skills Interpersonal Skills  
Time Management Creativity Work Ethic  
Leadership Skills

**Knowledge and skills required for this role**

- Have experience with writing research papers.
- Possess strong written communication skills and grammatical knowledge.
- Have an interest in international affairs.
- Possess excellent interpersonal skills and be a supportive team player.
- Be detail oriented.

## What does success look like for the intern at the end of the summer

Success would be that the intern has successfully:

- Complete 4 background guides.
- Complete crisis scenarios for each background guides.
- Reviewed materials on CCWA's other education programs, and contributed where applicable.
- Worked well with all of the Model UN and education program team.

**Prepared by:**

Maria Crowder

**Date**

Wednesday, December 11, 2024