



Internship Role Description

for Eleven+ Scholar Applicants

Name of Hosting Organization:

Cleveland Council on World Affairs

Internship Role Title:

International Exchanges 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 help the exchanges team put on programs through out the summer to help the Cleveland community engage with international visitors and students through citizen diplomacy.

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

International Exchanges Team

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

The interns will get a chance to network with other local organizations involved in each of the exchange programs the team will be running, as well as network with other CCWA Summer Interns and 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:	25.35
Workday starts at: (start time or flexible)	9:00am- Flexible
Workday ends at: (start time or flexible)	5:00pm- Flexible
Host Organizations website:	https://www.ccwa.org/
Hiring Contact Name	Maria Crowder
Hiring Contact Email	mcrowder@ccwa.org
Mentor Name	Maria Crowder
Mentor Email	mcrowder@ccwa.org

Internship Summary

As an intern, you will play a vital role in drafting compelling proposals and program itineraries for U.S. Department of State exchange programs, highlighting Cleveland as a premier destination for international visitors. You'll also assist in facilitating meetings and serve as a liaison for Cleveland when international groups visit. Additional responsibilities include data entry and contributing to social media efforts. Please note that this internship is conducted in person.

Essential Responsibilities of this role?

- Draft proposals and program itineraries for U.S. Department of State exchanges, with guidance from supervisor.
- Facilitate meetings and serve as a liaison for -Cleveland during international visits.
- Perform data entry and assist with social media.

Skill Development Opportunities



Knowledge and skills required for this role

- Research Skills
- Word and Excel Skills
- Interpersonal Skills
- Time Management
- Social Media skills

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

- A proposal has been accepted by the State Department for a Fall program
- Successful went out with an International Delegation by themselves or with another intern

Other information

Some flexibility in the schedule would be appreciated.

Prepared by: Maria Crowder

Date Wednesday, December 11, 2024