



Internship Opportunities

Internship Positions at the Cleveland Council on World Affairs

Description:

Since 1923, the Cleveland Council on World Affairs (CCWA) has served as the resource for increasing understanding of international affairs and engaging globally minded citizens in Greater Cleveland. CCWA inspires engagement in international affairs through a vibrant lecture series, educational outreach to schools and universities, opportunities to engage in citizen diplomacy and professional and student exchanges.

CCWA has a long and successful tradition of providing meaningful intern experiences for undergraduate and graduate students. Interns support the different program areas of the Council. Often student interns are able to receive course credit for their CCWA internship.

Location:

Caxton Building, 812 Huron Road East, Cleveland, Ohio 44115. *Please note that CCWA's office is located downtown, and interns must absorb the cost of public parking or use of public transit.*

Commitment Period: 15-20 hours per week

- Fall internship: Sept.-Dec.

Intern Positions Available

- *International Exchange
Program Intern*

Compensation: This internship offers exposure to international work and meaningful opportunities for collaborative project work; it is unpaid. A small stipend is given upon successful completion of the internship.

The qualities and characteristics we look for in interns:

- ◆ Ability to fulfill the time commitment required
- ◆ Strong written and oral communication skills, and internet research skills
- ◆ Strong interpersonal skills
- ◆ Time management and organizational skills
- ◆ Professional demeanor
- ◆ Ability to work independently
- ◆ Exhibit personal drive, show initiative
- ◆ Ability to work with Word and Excel
- ◆ Previous event planning skills are a plus

Deadlines: Applications are accepted on a rolling basis. To secure a semester placement this fall, please plan to apply by August 20, 2021.

Application Requirements: A resume and a compelling but concise cover letter are required. You must indicate your availability (what days and times of the week you are available) in your cover letter.

To Apply: Send a resume and cover letter as **one PDF titled: Last Name, First Name** to Andrew Kovach at akovach@ccwa.org. Please indicate your availability for an internship in your cover letter. No phone calls, please.