



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 through professional and student exchanges, and continuing education and professional development programs.

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.
- ◆ **Commitment Period:** The internships take place during the Fall semester; 15-20 hours per week
- ◆ **Compensation:** This internship offers exposure to international work and meaningful opportunities for collaborative project work. CCWA will provide an internship stipend. Additionally, cost of parking will be covered by CCWA for the duration of the internship.

Available Internship Positions

- ◆ **International Exchanges Intern (1)** - will help write proposals, and plan in-person professional meetings and home hospitality for international visitor groups.
- ◆ **Speaker Programs Intern (1)** - will assist with administration of speaker programs including planning, preparation and execution of monthly events.
- ◆ **Model United Nations Intern (1)** - will support the CCWA team in the logistical execution of the Model United Nations conferences during the Fall semester.

Qualifications

- ◆ 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

Instructions for applying

- ◆ **Requirements:** A resume and a compelling but concise cover letter are required. You must indicate your availability (what days/times of the week you are available) and which internship you are interested in.
- ◆ **To Apply:** Send a resume and cover letter as **one PDF titled: Last Name, First Name** to ccwa@ccwa.org. No phone calls, please.