



FLATS FORWARD JOB OPENING ~ SUMMER INTERN

Flats Forward is a not-for-profit organization dedicated to enhancing the quality of life and economic well-being of all Flats Stakeholders. In collaboration with neighborhood based organizations, industry, maritime, residential, business, and recreational interests Flats Forward advocates for and promotes Cleveland's Cuyahoga Riverfront and first neighborhood

JOB DESCRIPTION

Title: Summer Intern
Reports To: Director
Starting date: May 20, 2019
End Date: August 09, 2019
Hours: Monday – Thursday, 8:30 a.m. – 5:00 p.m.

POSITION OVERVIEW

- Work closely with the Director to implement the strategic initiatives outlined within the Framework Plan, as well as to conduct business and resident outreach.
- Assist with the development of a more robust membership engagement program.
- Assist with fundraising events, planning and efforts.
- Assist in design work related to social media posts and map making.
- Assist with marketing initiatives, including newsletter communications.
- Attend Board and Committee meetings; assist with meetings minutes and documentation.
- Any other duties as assigned by Director

MINIMUM QUALIFICATIONS

- Currently enrolled in a bachelor's degree program with an emphasis in Public Administration, Urban Planning, Political Science, Business, or related field.
- Must have excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office.
- Experience with Adobe Creative Suite.

TO APPLY

Submit cover letter and resume via email to info@flatsforward.org