
Community West Foundation
Marketing & Events Summer Intern Job Description

About:

Community West Foundation's mission is to advance the health and well-being of the community. Originally known as the Fairview/Lutheran Foundation, Community West has been supporting these Cleveland Clinic hospitals as well as many community nonprofit agencies through grantmaking since 1997. In 2022, Community West Foundation awarded \$3.4 million in grants to agencies in Cleveland, Western Cuyahoga and Lorain Counties.

Because of its history, Community West Foundation continues to support and be supported by Cleveland Clinic Fairview and Lutheran Hospitals. One aspect of the partnership is a series of fundraising events that take place annually to benefit the hospitals.

Job Title:

Marketing & Events Summer Intern
(paid internship)

Reports to:

Marketing & Events Coordinator

Duration:

June – August
Part time, Tuesday & Thursdays

Responsibilities:

Assist the Marketing & Events Coordinator with a portfolio of fundraising summer events and campaigns that benefit the hospitals in Cleveland Clinic's western region, mainly Fairview and Lutheran Hospitals

Support additional Foundation events as needed including but not limited to board functions and annual community update

Support all aspects of the events including logistics, food & beverage, staffing, parking, security, etc. and on-site assistance

Solicit in-kind donations and sponsorships for events

Visit event venues and determine best placement of vendors and layouts

Review communications plans and marketing materials to effectively promote the events and campaigns

Assist with volunteer committees of hospital staff for each event and communicate progress to them regularly

Hold debrief meetings with planning committees to analyze event successes and challenges

Support marketing and communications efforts of the Foundation as needed including but not limited to copy writing, content development, web editing, social media strategy development, vendor management

Conduct market research to identify trends, opportunities, and best practices in nonprofit marketing and event management and present to team

Conduct audit of Community West Foundation social media pages, website and email campaigns and provide feedback

Optional Add-on for Intern

Community West Foundation to support and pay for intern to attend Cleveland Leadership Center's: Campus Cleveland Summer Program which highlights Cleveland's urban core renaissance and gives an eye-opening view of the city's vast opportunities for young professionals. The experience includes three full-day sessions, four lunchtime sessions, and the capstone event. Learn more at <https://www.cleveleads.org/key-programs/cc/>

Qualifications

- Currently enrolled in a relevant undergraduate or graduate program (Marketing, Communications, Event Planning, Public Relations, or related field).
- Strong written and verbal communication skills.
- Creative mindset with a keen eye for design and aesthetics.
- Proficiency in social media platforms and basic graphic design tools.
- Excellent organizational and multitasking abilities.
- Ability to work independently and collaboratively in a team environment.
- Enthusiastic about community engagement and making a positive impact.

How to Apply: Interested candidates should submit their resume and cover letter to events@cwfc.org. Please include "Summer Marketing & Event Intern Application" in the subject line.