



CleveLawn is a local non-profit organization that was established in 2019. Our mission is to reduce violence and poverty throughout Cleveland. With our workforce development model, we help these communities by training them with the skills and behaviors required for success in the workforce. CleveLawn focuses on breaking down the barriers of entry for second chance citizens, individuals in long term recovery, and at-risk youth. Our vision is to beautify and sustain marginalized communities in the greater Cleveland area.

We are looking for a motivated and talented executive intern to join our team. As an executive intern, you will be responsible for supporting the day-to-day operations of our organization. This is a great opportunity for someone who is interested in gaining hands-on experience in operations and office management.

Job Description

Position: Executive Intern

Status: Part-time, Hybrid, minimum 105 hours per semester

Salary: Unpaid, credit offered upon completion of the internship

Duration: Summer/Spring/Fall

Reports To: Internal Operations Director

Responsibilities:

- Assist in managing incoming and outgoing correspondence, including phone calls, emails, and mail.
- Maintain accurate and up-to-date files and records, both electronic and hard copy.
- Schedule appointments and meetings and manage calendars for multiple staff members.
- Assist with basic bookkeeping tasks, including accounts payable and receivable.
- Conduct research and gather information as directed.
- Assist with event planning and coordination.
- Provide general administrative support as needed.
- Client and customer collaboration

Qualifications:

- Effective communication skills, Excellent written, verbal, and interpersonal skills
- Ability to work independently and creatively in a fast-paced environment.
- Proficient with Microsoft Office, Word, Excel, Outlook,

Please send a resume and cover letter to Devon Ventura, Internal Operations Director at Dventura@Clevelawnohio.org.