



Undivided Cleveland

Information about Our Organization

Undivided Cleveland is a distinguished 501c3 Nationally certified Non-Profit organization dedicated to addressing lead poisoning and championing environmental justice. Our impactful initiatives have garnered recognition from reputable news outlets such as WKYC and News5 Cleveland. At the forefront of our efforts are preventive measures, exemplified by our Clean Water Lead Safe program and Clean Home Lead Safe program.

Clean Water Lead Safe Program

In this program, we distribute essential items to families for free to proactively prevent lead poisoning through the piping system.

Clean Home Lead Safe Program

Collaborating with contractors, we undertake the elimination of lead toxins from the paint in family homes at no cost, ensuring a healthier living environment.

Job Descriptions

1. Administration Intern (In-Person)

As an Administration Intern, you will play a vital role in supporting our organizational functions. Your responsibilities will include:

- Assisting with administrative tasks
- Managing documentation and record-keeping
- Supporting communication within the organization

2. Ground Level Operations Intern

The Ground Level Operations Intern will be involved in hands-on community engagement. Responsibilities include:

- Assisting with organizing meetings and events
- Distributing literature and promotional materials
- Working directly with community members and partners

3. Online Activity Intern (Mostly Remote)

The Online Activity Intern will contribute to our digital presence. Responsibilities include:

- Managing online platforms and social media
- Researching and applying for grants to support our initiatives
- Creating engaging content to promote our mission

Requirements/Skillset/Eligibility/Compensation

No specific skill set is required for eligibility. We prioritize interns who are committed to our cause and can maintain a level of professionalism and consistency. Our internship program will be run on a voluntary basis in the regard of compensation. However, if an intern is designated as responsible staff on an upcoming grant, there may be an opportunity for compensation. Otherwise, all interns and volunteers remain in unpaid roles.

Timeframe

Undivided Cleveland meets weekly from 12:00 pm to 3:00 pm on Thursdays. The internship duration spans six months from the onboarding process. Applications are accepted year-round.

How to Apply

To apply, please contact:

Tanis Q.

Phone: 216-213-9032

Leandrow T.

Email: leandrowt1@gmail.com

Phone: 216-965-3069

Thank you for considering an internship with Undivided Cleveland. We look forward to welcoming passionate individuals dedicated to making a positive impact in our community.

Sincerely,

Undivided Cleveland

