



Program Coordinator Internship

Location: 2326 St. Clair Avenue, Cleveland, OH 44114

Reports to: Internal Operations Director, Devon Ventura

Type: Unpaid Internship (academic credit or professional experience available)

Schedule: Up to 24 hours per week; hybrid schedule available

Timeframe: Spring Semester 2026

Application Deadline: Friday, January 9, 2026

About CleveLawn & Home

CleveLawn & Home is a Cleveland-based nonprofit social enterprise dedicated to transforming lives and neighborhoods through workforce training, property maintenance, and community revitalization. Based in a 51,000-square-foot training facility on Cleveland's central corridor, CleveLawn provides paid, hands-on workforce training that combines technical skills with life skills, certifications, and personal development support.

Our 10-week workforce cohorts train participants in landscaping, property maintenance, and technical trades such as carpentry, plumbing, HVAC, and automotive maintenance. Participants earn industry-recognized certifications including OSHA-10, Lead Safety, First Aid, and CPR.

Mission: To reduce violence and poverty in Greater Cleveland. We believe in providing second chances through workforce development and self-improvement. To grow opportunity from the ground up—restoring vacant lots, enhancing treescapes, supporting community beautification, and creating pathways for returning citizens and underserved residents to access stable, living-wage employment.

Internship Overview

The Program Coordinator Intern will assist CleveLawn's program team in the daily coordination and administration of its workforce training and community-based programs. This internship is ideal for students pursuing degrees in public administration, nonprofit management, social work, education, business, or community development who are interested in gaining hands-on experience in nonprofit operations, program delivery, and workforce development.

Interns will gain exposure to program planning, participant engagement, community partnerships, and data collection processes that measure impact and outcomes.

This is an unpaid internship intended for graduate or undergraduate students seeking academic credit or professional experience in program coordination, nonprofit leadership, or workforce development.

Key Responsibilities

- Assist with day-to-day coordination of workforce training cohorts, including scheduling, participant tracking, and classroom support
- Support intake and orientation of new participants, ensuring documentation and attendance are properly recorded
- Assist with grant development and management, data entry, program evaluation, and reporting for internal and funder requirements
- Support the coordination of logistics for program events, site visits, and community service projects
- Help maintain communication with program participants, instructors, and partner organizations
- Contribute to the development of outreach materials, participant resources, and internal process tools
- Participate in staff and planning meetings as appropriate

Requirements / Desired Skills

- Current enrollment in or recent completion of a graduate or undergraduate program in public administration, nonprofit management, education, social work, or a related field
- Strong organizational and interpersonal communication skills
- Ability to manage multiple priorities with attention to detail
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and Google Workspace
- Ability to work both independently and collaboratively in a fast-paced environment
- Passion for workforce development, community service, and equity-focused initiatives
- Experience in community engagement, volunteer coordination, or education support a plus

Benefits

- Gain practical experience in nonprofit operations and workforce program delivery
- Build professional skills in coordination, communication, and project management
- Contribute to meaningful work that impacts returning citizens and underserved communities
- Network with local nonprofit leaders, community partners, and employers
- Opportunity for supervision by experienced nonprofit professionals and mentorship support

How to Apply

Interested students should submit a cover letter and résumé to:
Devon Ventura, Internal Operations Director

✉ dventura@clevelawnohio.org

Applications are due by Friday, January 9, 2026.