



SLAVIC VILLAGE

5620 Broadway Avenue
Suite 200
Cleveland, OH 44127

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Digital Media Intern

Our Mission: Slavic Village Development works with and for its residents, businesses, and institutions to promote civic engagement, community empowerment, and neighborhood investment.

Position Overview: The Digital Media Intern will assist staff in maintaining strong community connections by creating and sharing engaging content through social media platforms, newsletters, flyers, and the SVD website.

Key Responsibilities:

- Develop aesthetically pleasing and comprehensible flyers and social media posts to inform the public about SVD's achievements, programs, and events
- Maintain SVD's strong online presence by regularly posting new content to social media channels and responding to comments
- Update SVD's website as needed
- Create and publish a bi-weekly digital newsletter
- Create and publish a monthly print newsletter

Qualifications:

- Must have completed at least one year of college, with a GPA of no lower than 3.0
- Understanding of all major social media platforms, including Instagram, LinkedIn and Facebook
- Experience with Canva and the Microsoft Suite
- Experience with Divi Builder for WordPress is preferable, but not required

Compensation: This is a paid position. The intern will receive a salary of \$15 per hour.

Hours: This is a part-time position. The intern will work approximately 20-25 hours per week between the hours of 9 AM-5 PM on Mondays through Thursdays, and 9 AM-4PM on Fridays. Scheduling is flexible. Weekend hours may be required for special events.

Please submit your resume and cover letter to Executive Director Shauna Sanders at shanas@slavicvillage.org for consideration.