



RECLAIM OUR WEALTH

Sisters of Economic Action

info@sistersofecon.org | 917-583-5479

Internship Job Description — Community Impact Intern

Position Title: Community Impact Intern

Organization: Reclaim Our Wealth (dba Sisters of Economic Action), a 501(c)(3) nonprofit

Reports To: Belle Espinal, Founder & President

Hours: 10 hours/week (flexible scheduling, hybrid/remote friendly)

Term: Semester-long, with option to extend for the full year

Eligibility: Undergraduate or graduate students (graduate students preferred)

Compensation: Unpaid

Location: Cleveland, OH (Southeast Side focus); remote work supported

Application Deadline: Rolling — applications reviewed on an ongoing basis

About the Role

Reclaim Our Wealth (dba Sisters of Economic Action) is a 501(c)(3) nonprofit focused on community wealth-building on Cleveland's Southeast Side. The intern will support programs, communications, and community development initiatives, gaining hands-on experience in nonprofit operations, fundraising, and community engagement.

Key Responsibilities

- Support grant and sponsorship proposal drafting and formatting
- Assist with board and funder communications and materials
- Help maintain donor/funder databases (e.g., Candid/GuideStar profile) and program records
- Support outreach related to community initiatives, including the Southeast Side fire station redevelopment project
- Assist with event coordination and community engagement activities
- Maintain brand consistency across materials (navy #112A4F, red #D4272A, cream #FBF8F3)
- Support general administrative tasks: scheduling, email correspondence, file organization
- Participate in weekly check-ins to align on program priorities

Qualifications

- Currently pursuing an undergraduate or graduate degree in a related field (nonprofit management, urban planning, public administration, communications, or similar) — graduate students preferred
- Strong writing and organizational skills
- Comfortable working independently and managing multiple priorities
- Interest in community/economic development or nonprofit work

- Proficiency with Microsoft Office/Google Workspace; design tool experience (Canva) a plus

What You'll Gain

- Direct mentorship from a nonprofit founder with deep experience in community wealth-building
- Hands-on exposure to nonprofit program management, fundraising, and communications
- Portfolio-ready work samples across proposal writing and communications
- Insight into Cleveland's Southeast Side community and economic development ecosystem

To Apply

Applications are reviewed on a rolling basis. Interested candidates should send a cover letter and resume to:

Email: info@sistersofecon.org

Phone: 917-583-5479