

College Internship Opening Writers In Residence

Job Title: Communications Intern
Reports to: Executive Director
Commitment: Part-time, paid
Work Location(s): Remote/Cleveland, Ohio

Writers in Residence (WIR) is a non-profit, 501c3 organization, which teaches creative writing to youth who are incarcerated. We empower their voices and assist in their re-entry. In addition to creative writing workshops, WIR offers a re-entry mentorship initiative to youth upon their release. WIR operates in Cuyahoga, Lorain and Portage Counties.

WIR is seeking assistance with digital marketing, including creating posts for social media, website updates, and email communication. These efforts would be part of a marketing strategy to promote the organization and its work, and, when appropriate, to keep the community informed about juvenile justice issues.

Responsibilities

Qualified applicants will accomplish the following tasks for this position:

Fundraising

- Support Executive Director with promotion of fundraising events and letter writing.

Social media

- Manage Facebook, Instagram, and LinkedIn pages for Writers in Residence.
- Increase followers and engagement with organization's social media platforms and posts.
- Attend 1-2 fundraising events (such as chapbook release party) to document and develop press releases and/or reels for social media pages.

Qualifications

Qualified applicants will possess the following qualifications for this position:

- Undergraduate or graduate student with at least two years of undergraduate coursework completed. English, Communications, and/or Marketing majors preferred.
- Strong written communication skills.
- Ability to meet deadlines.
- Willingness to learn about issues related to the juvenile justice system.
- Belief in the mission of Writers In Residence

Application Process

Interested candidates should submit a resume, cover letter and names and contact information of two references to lashyk@writersresidence.org with the subject line "WIR Internship Application" by Sept. 1, 2026.