

The Village for Young Mothers CLE is seeking motivated college students interested in gaining hands-on experience in nonprofit management, community engagement, program development, marketing, fundraising, volunteer coordination, and direct community support.

We are reaching out to colleges and universities to share our upcoming **September–March internship opportunities** with students who are looking to apply their classroom knowledge in a community-based nonprofit setting.

About The Village for Young Mothers CLE

The Village for Young Mothers CLE is a nonprofit organization committed to supporting pregnant and parenting teen mothers as they navigate motherhood, education, employment, family stability, and personal development.

Through mentorship, educational programming, community resources, and supportive services, our goal is to help young mothers build the skills, connections, and support systems needed to create stable and successful futures for themselves and their children.

Internship Details

Internship Period: September–March (rolling basis)

Compensation: Unpaid; academic/school credit will be provided in accordance with the student's college or university requirements

Location: Cleveland, Ohio

Eligibility: College students interested in nonprofit, social service, education, public health, communications, marketing, business, social work, community development, or related fields are encouraged to apply. Students from other areas of study with relevant interests and skills are also welcome to apply.

Students should be dependable, professional, willing to learn, and committed to serving young mothers and families.

Available Internship Positions

Program Coordinator Intern

The Program Coordinator Intern will assist with the planning, coordination, implementation, and evaluation of programs serving pregnant and parenting young mothers.

Responsibilities may include:

- Assisting with planning workshops, educational sessions, and community programs.
- Helping coordinate program calendars, activities, and participant engagement.
- Maintaining attendance records and program documentation.
- Assisting with participant communication and follow-up.
- Supporting mentors and volunteers involved in programming.
- Helping evaluate program activities and identify areas for improvement.
- Preparing program updates and reports for organizational leadership.
- Assisting with the development of new programs and initiatives.

Program Assistant Intern

The Program Assistant Intern provides hands-on administrative and program support to help ensure programs and events operate smoothly.

Responsibilities may include:

- Preparing program materials, supplies, and participant resources.
- Assisting with event and workshop setup and cleanup.
- Supporting registration, attendance, and participant documentation.
- Assisting facilitators during workshops and educational activities.
- Helping assemble care packages and program materials.
- Providing administrative support to program staff.
- Assisting with special projects and organizational events.

Outreach Coordinator Intern

The Outreach Coordinator Intern will help expand the organization's visibility and build relationships with community partners.

Responsibilities may include:

- Researching potential community partners and referral organizations.
- Assisting with outreach to schools, hospitals, healthcare organizations, churches, nonprofits, and community agencies.
- Helping develop and distribute outreach materials.
- Representing The Village for Young Mothers CLE at community events.
- Assisting with participant, mentor, and volunteer recruitment.
- Helping coordinate information sessions and outreach campaigns.
- Maintaining outreach and partnership records.
- Identifying opportunities for collaboration and community engagement.

Marketing Manager Intern

The Marketing Manager Intern will support the organization's branding, digital presence, social media, and promotional efforts.

Responsibilities may include:

- Creating and scheduling social media content.
- Assisting with flyers, graphics, newsletters, and promotional materials.
- Supporting marketing campaigns for programs, events, and fundraising initiatives.
- Helping maintain and update the organization's online presence.
- Assisting with content planning and brand development.
- Monitoring social media engagement and identifying opportunities for growth.
- Supporting photography, storytelling, and promotional content when appropriate.
- Collaborating with the outreach and fundraising teams on promotional campaigns.

Experience with Canva, social media platforms, graphic design, communications, public relations, or digital marketing is helpful but not required.

Fundraising Committee Intern

The Fundraising Committee Intern will assist with efforts to generate financial and community support for the organization's programs.

Responsibilities may include:

- Researching potential donors, sponsors, grants, and community funding opportunities.
- Assisting with fundraising campaigns and events.
- Helping develop sponsorship and donor outreach materials.
- Supporting donor and sponsor communication.

- Assisting with donation drives and community fundraising initiatives.
- Helping promote fundraising campaigns through social media and community outreach.
- Supporting donor appreciation and recognition efforts.
- Participating in fundraising committee meetings and planning sessions.

Students interested in nonprofit management, business, communications, development, philanthropy, or event planning are encouraged to apply.

Volunteer Coordinator Intern

The Volunteer Coordinator Intern will assist with recruiting, organizing, scheduling, and supporting volunteers throughout the organization.

Responsibilities may include:

- Assisting with volunteer recruitment and outreach.
- Helping onboard and orient new volunteers.
- Maintaining volunteer records and schedules.
- Coordinating volunteer assignments for programs and events.
- Communicating volunteer opportunities and organizational needs.
- Assisting with volunteer training and engagement activities.
- Helping recognize and appreciate volunteer contributions.
- Gathering feedback from volunteers and identifying ways to improve their experience.

General Nonprofit Volunteer

Students interested in gaining broad nonprofit experience may participate as a General Intern/Volunteer and assist across multiple areas of the organization.

Responsibilities may include:

- Supporting programs, workshops, and community events.
- Assisting with administrative projects.
- Helping organize and distribute donations.
- Preparing care packages and participant materials.
- Supporting outreach and community initiatives.
- Assisting with fundraising activities.
- Helping with event setup and breakdown.

- Providing general organizational support based on current needs and the student's interests and skills.

What Students Can Gain

Interns will have the opportunity to:

- Gain practical nonprofit work experience.
- Apply classroom knowledge to real-world community initiatives.
- Develop professional communication and organizational skills.
- Build experience in program development, outreach, marketing, fundraising, or volunteer management.
- Develop professional relationships and community connections.
- Contribute to programs that directly support young mothers and families.
- Receive academic/school credit, when approved by the student's institution.
- Receive a professional reference upon successful completion of the internship, when appropriate.

How to Apply

Interested students should submit an **interest letter** by email to:

The Village for Young Mothers CLE

Email: villageforyoungmotherscle@gmail.com

Phone: 216-245-5562

The interest letter should briefly introduce the student, identify their area of study, explain which internship position they are interested in, and describe why they would like to intern with The Village for Young Mothers CLE.

After reviewing submissions, selected students will be contacted by the **Executive Director** for an interview and discussion of next steps, including school requirements and internship expectations.

We welcome students who are passionate about community service and interested in using their education and skills to make a meaningful difference in the lives of young mothers and their children.