



### Internship Job Description for the Cleveland Metro American Heart Association

**PLEASE NOTE: The local Cleveland Chapter of the AHA does not do research, medical based programs, accounting, finance, or other related internship opportunities.**

The American Heart Association's Cleveland Chapter seeks interns to assist in day-to-day Special Events preparation. For this position, the intern would need to work a minimum of 6 hours per week. The required hours may be worked in any combination at the discretion of the intern and supervisor so long as the schedule is determined ahead of time. This internship is flexible and looks to help teach the intern the day to day operations of a non-profit and specifically the operations involved in special events, fundraising, and coordination of logistics for a multitude of events.

The intern would receive hands on experience in the fields of fundraising, marketing, design, event management, and event execution along with daily office tasks. Interns participating in the Cleveland Chapter of the AHA are highly encouraged to attend the events they assist with to get a complete understanding and feel of special events in the non-profit community of Cleveland. These 2-3 events typically occur on Saturdays and evenings.

Qualified candidates must be current college students enrolled in classes (preferably on a full-time basis) who are organized and detail-oriented. **Specific majors that would benefit most include Event Planning, Hospitality Management, Marketing, Creative Writing, English, Communications, Non-Profit Management, or Public Relations**, however all majors and backgrounds are encouraged to apply. The intern should also have previous experience working with non-profits whether as a volunteer or as an intern in a previous office with focus on event implementation, calling local businesses for auction items, writing for marketing pieces/ad placement, and limited design in invitations, emails, or give-a-way items. Qualified candidates will have a professional demeanor, experienced in Microsoft Office, possess strong writing skills, and be willing to perform a variety of duties. Candidates should be creative and have a desire to learn and grown their skills through meaningful involvement in the mission of the American Heart Association.

This is an unpaid internship however it can and is approved to be used for college credit.

Please submit a cover letter and resume to [Christina.Papantoniou@heart.org](mailto:Christina.Papantoniou@heart.org)