



CleveLawn is a local non-profit organization that was established in 2019. Our mission is to reduce violence and poverty throughout Cleveland. With our workforce development model, we help these communities by training them with the skills and behaviors required for success in workforce. CleveLawn focuses on breaking down the barriers of entry for second chance citizens, individuals in long term recovery, and at-risk youth. Our vision is to beautify and sustain marginalized communities in the greater Cleveland area.

In this position, the intern's main responsibilities will be to work with the executive team on developing issues and policies.

Job Description

Position: Administrative Intern

Status: Part-time, up to 20 hours per week

Salary: Unpaid, credit offered upon completion of the internship

Duration: Spring 2023

Reports To: Director of Programs and Human Resources

Responsibilities:

- Support the CleveLawn Administrative team as needed
- Conduct interviews with CleveLawn staff and community partners
- Follow work crews for photos used in media posts
- Collaborate with other interns on projects

Qualifications:

- Currently enrolled in bachelor's degree program or higher. Preferred fields of study: Social Sciences, Urban, Economics, Nonprofit leadership
- Effective communication skills, Excellent written, Verbal, and Interpersonal skills
- Ability to work independently and creatively in a fast-paced environment
- Proficient with Microsoft 365 Microsoft, Excel,
- Active (agile) project management experience is a plus

Please send resume and cover letter to Devon Ventura, Director of Programs and Human Resources at Dventura@Clevelawnohio.org.