



Stephanie D. Howse COUNCIL MEMBER, WARD 7

COMMITTEES: Workforce, Education, Training & Youth Development - *Vice Chair* • Development, Planning & Sustainability
Health, Human Services & the Arts • Safety

Ward 7 Internship Opportunity:

The Ward 7 Cleveland City Council Office is looking for candidates to apply for a paid internship to support community engagement to connect with Ward 7 residents and stakeholders. The ideal candidate will have a passion to serve people, make meaningful connections to capture stories and share information to reach a broad base of community members.

Essential Functions:

- Work to develop and enact the Ward 7 Communications Plan; Create graphics for social media platforms, including Instagram, Facebook, and Twitter; Prepare content for Ward 7 newsletter/engagement materials; Produce video and capture photography in the community and at events; Develop and implement innovative strategies for social media growth; Assist with crafting targeted messaging on civic issues; Assist with event logistics and participate in community meetings, town halls, and various community outreach events; Collaborate with the Ward 7 Team on key projects; and Other duties as assigned.
- Conduct research and prepare policy briefings on identified policies; Assist with constituent services (providing information about programs/policies and facilitating access to services); Prepare briefing summaries before meetings/events and debriefing summaries after meetings/events; Assist with the implementation of the Ward 7 Communications Plan; and Assist Ward 7 Councilwoman and Ward 7 Executive Assistant, as needed.

Skill Set:

- Strong written and oral communication skills and attention to detail; Strong commitment to collaboration and teamwork; Ability to actively listen; Ability to efficiently prioritize and manage time; Commitment to engage with community members with empathy and respect and Ability to manage multiple projects in a fast-paced environment and under tight deadlines.

Qualifications:

- Current college student (or entry-level professional)
- Interest in learning and adopting emerging practices in the field of communications
- Interest in community organizing
- Interest in gaining knowledge about the Ward 7 community and local government

Internship Details:

- This position in the Ward 7 office is a part-time position. Interns will be paid \$15/hr (up to 15 hours a week). This position will require a flexible work schedule, including working nights and weekends on an as-needed basis.

Submission:

- All interested candidates should submit their resume to whitley@clevelandcitycouncil.org. The deadline for summer internships is May 1st, 2023.