



People make choices. Choices make history.

Facing History and Ourselves Cleveland Semester Internship

Description:

Facing History and Ourselves is looking for a semester-long intern to join the Cleveland office. Facing History and Ourselves is a nonprofit international educational and professional development organization whose mission is to engage students of diverse backgrounds in an examination of racism, prejudice, and antisemitism in order to promote the development of a more humane and informed citizenry.

Preferably, this intern will have passion for education, justice, democracy, diversity, and/or combatting bigotry in society. Through working with Facing History, the intern will learn about citizenship in the context of justice throughout historical events of several countries, such as the Holocaust, the eugenics movement in America, immigration, and much more. This intern should be willing to support the overall Cleveland office within Program, Development and general office management. The intern would be a direct support to all office employees. They would report to [insert name].

Responsibilities:

The role filled by the intern is fluid and will be molded to best fit the intern and the office. Depending on the intern's studies or interests, their position can be adjusted in order to provide a fulfilling and engaging experience. Generally, the applicant should be prepared to engage in the following:

- Data/software experience
 - Gain experience in organization software - Salesforce and Redhen
 - Utilizing G Suite, Microsoft Office, and other software to create materials such as slideshows, handouts, etc.
- Event management support
 - Organizing events in conjunction with any department or initiative of the Cleveland office (Programmatic events, community events, board-related events, etc.).
- Programmatic delivery support
 - Assisting the creation of program materials, such as binders, folders, certificates, nametags, and slideshows.
 - Assisting in delivery of program materials at workshops, seminars, or other Facing History development programs.
- Research
 - Conducting historical research and locating information for specific project proposals on an as needed basis.
- Public Engagement
 - Communicating with donors, board members, and Facing History headquarters through calls and email.
 - Participating in meetings with school administrators, instructors, board members, and Facing History staff.
- Social media management
 - Posting directly to Facing History's social media, including Twitter and Facebook.
- Mission-driven projects
 - To be discussed with supervisors or other staff; a special project for the intern to focus on throughout their experience with Facing History

- Administrative work
 - Daily clerical and administrative work

For more information about Facing History and Ourselves, visit our [homepage](#).

Testimonial:

"Interning at Facing History and Ourselves in Cleveland was such an important experience for me as an emerging young professional. I had the opportunity to help plan conferences and workshops, sit in on Facing History classroom lessons, be part of the interview process for a new employee, connect to other branches of Facing History and Ourselves around the country, and so much more. The connections I made and the experiences and skills I gained through Facing History have been essential in my professional development, and I'm grateful to have had the opportunity to work with a group of staff who were truly invested in helping me have a good experience as an intern." - Previous Facing History Cleveland Intern

Requirements:

The applicant should be enrolled in undergraduate college/university.

All majors are welcome to apply; preferred applicants with interest and or or studies in social justice, education or nonprofit studies.

Experience:

He or she to receive college credit made possible between university/college and Facing History office.

Candidate would meet with office leadership to set expectations and outcomes prior to beginning of internship.

Preferably fluent in G Suite (Google Drive, Sheets, Docs, Slides) as well as Microsoft Office (Word, Excel, Powerpoint).

For applicants interested please email:

Meredith Pacenta at meredith@facinghistory.org or call (216)-321-9220 x221

Facing History Cleveland

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