



## **METRO WEST COMMUNITY DEVELOPMENT ORGANIZATION**

Metro West Community Development Organization (MWCDO) is a non-profit community development corporation located on the southwest side of Cleveland, serving the Stockyard, Clark-Fulton, and Brooklyn Centre neighborhoods. MWCDO's mission is to revitalize our neighborhoods, celebrate our history, and strengthen collaboration, diversity and redevelopment.

### **JOB DESCRIPTION**

**Position:** Marketing Intern

**Location:** 3167 Fulton Road, Suite 303, Cleveland OH 44109

**Status:** Part-time, 10-15 hours per week

**Salary:** Stipend

**Duration:** Fall Semester 2018

**Reports To:** Development Specialist

**Responsibilities:**

- Create promotional materials for flyers, e-newsletters, and social media
- Develop and update professional office materials and signage reflecting new MWCDO logo
- Identify unique brand positions for neighborhoods within MWCDO service area
- Help organize quarterly joint marketing campaign for local businesses
- Assist with planning and marketing of MWCDO events
- Assist in management of social media and creation of a social media calendar
- Perform all other duties as assigned

**Qualifications:**

- Currently enrolled in Bachelor's degree program or higher
- Passionate and willing to learn
- Strong written and verbal skills
- Ability to work independently and creatively
- Ability to speak Spanish preferred
- Proficient with Microsoft Office

Please send resume and cover letter to [gzollos@dscdo.org](mailto:gzollos@dscdo.org). Position open until filled.