



## **OLD BROOKLYN COMMUNITY DEVELOPMENT CORPORATION**

Old Brooklyn Community Development Corporation (OBCDC) is a non-profit community development corporation located on the southwest side of Cleveland. OBCDC's mission is to develop and revitalize the community by uniting and empowering residents, business leaders, and government around plans and initiatives and achieve social, economic, and civic improvement.

### **JOB DESCRIPTION**

**Position:** Marketing Intern

**Location:** 2339 Broadview Road, Cleveland, Ohio 44109

**Status:** 10-12 hours per week

**Duration:** Fall Semester 2018

**Reports to:** Marketing and Promotions Coordinator

**Responsibilities:**

- Assist the Marketing and Promotions Coordinator with daily tasks
- Sample tasks include: managing and tracking performance of social media platforms, creating visual and written content for the OBCDC digital channels, formatting promotions to community members, edit existing OBCDC pages to tailor to current needs
- Coordinate merchandise sales and pick up at the office
- Evaluate programs both current and potential for OBCDC to implement
- Perform all other duties as assigned

**Qualifications:**

- Strong written and verbal skills
- Interpersonal communication skills
- Organization when working on multiple projects at once
- Ability to work independently and creatively
- Proficient with Microsoft Office, Squarespace, and other content creation platforms
- Knowledge of social media platforms and their function
- Ability to create and design content
- Strongly prefer photography and video skills

Please send resume and cover letter to [julieb@oldbrooklyn.com](mailto:julieb@oldbrooklyn.com). Position open until filled.