



UNION MILES DEVELOPMENT CORPORATION

Union Miles Development Corporation (UMDC) is a non-profit community development corporation located on the southeast side of Cleveland. UMDC's mission is to improve the quality of life within the Union Miles service area through community engagement, housing, and economic development.

JOB DESCRIPTION

Position: Marketing & Community Engagement Intern

Location: 9250 Miles Park Avenue, Cleveland, Ohio 44105

Status: Part-time, Hours and Days Flexible

Salary: \$10 per hour

Duration: Fall 2018

Responsibilities:

- **Enhance Social Media Channels** – Assist with development and implementation of communication strategies to build awareness among youth and young adults of community resources, events, and opportunities for involvement with UMDC. Maintain website and other social media such as Facebook, Twitter, etc.
- **Develop and Execute Promotional Campaigns** – Assist with creation and implementation of marketing strategy and promotional content for the UMDC Membership Program
- **Community Outreach** – Engage with residents and businesses to encourage participation in the UMDC programs and activities and draft quarterly newspaper articles.
- **Create Flyers and Marketing Materials** – Assist with creation and distribution of promotional materials for events and programs

Qualifications:

- Currently enrolled in Bachelor's degree or higher
- Marketing, Communications, or Urban Studies majors preferred
- Strong written and verbal skills & ability to work with diverse audiences
- Excellent organizational skills & attention to detail
- Ability to work independently, creatively and enthusiastically with others
- Comfortable with various social media platforms
- Proficient with Microsoft Office, including Publisher
- Positive attitude and curiosity toward Urban Affairs in Southeast Cleveland
- Basic Graphic Design skills

Please send current resume and cover letter to RoshawnS@unionmiles.org. Position open until filled.