

HCSC

HARVARD COMMUNITY SERVICES CENTER

The Harvard Community Services Center is a community based Neighborhood Center and non-profit Community Development Corporation located on the Southeast Side of Cleveland. HCSC's mission is to improve the quality of life and social functioning of residents in the Lee-Harvard, Miles, and Seville areas by advocating, coordinating, organizing, and providing supportive services to families, children, adults, seniors, churches, businesses, and community organizations who need them.

JOB DESCRIPTION

Position: Marketing Intern

Location: 18240 Harvard Avenue, Cleveland, Ohio 44128

Status: Part-time, 15-20 hours per week

Duration: Summer 2018

Reports To: CDC Development Director

Responsibilities:

- Contribute to the restructuring of HCSC's online presence to showcase the wide range of integrated services and programs provided by HCSC, which may include the establishment of an online calendar of events, links to business services, and the creation of descriptive, intuitive, and organized web content
- Assist with the development and implementation of HCSC's strategic rebranding campaign through the creation of cohesive promotional materials and templates, such as brochures, flyers, mailings, social media content, and a 50th anniversary logo
- Segment and target specific interest groups, determine the most effective mediums through which to reach them, and design promotional material accordingly
- Perform all other duties as assigned

Qualifications:

- Currently enrolled in Bachelor's program or higher
- Marketing, Communications, or related Business majors preferred
- Interest in gaining experience in non-profit work
- Strong web development and graphic design skills
- Ability to work creatively and independently
- Proficient with Microsoft Office

Please send resume and cover letter to debraphcsc@gmail.com. Position open until filled.