



**MidTown Cleveland**  
5000 Euclid Ave, Cleveland, OH, 44103

**Job Description**

**Intern, Fall 2019 (10 weeks)**

**Paid (\$12/hr), 14-18 Hrs/Week**

**MidTown Cleveland Overview**

MidTown Cleveland, Inc. is a 501(c)(3) community and economic development organization whose mission is to leverage our diverse assets to develop a dynamic neighborhood uniting Cleveland's downtown and innovation district. Serving the area east of Cleveland State University and west of Cleveland Clinic, MidTown Cleveland works with a diverse and amazing group of organizations and residents to build community, stimulate development, provide services, ensure safety, create place, and tell the stories of what happens here. Our team of seven full-time employees dedicates themselves every day to strengthening one of the most unique neighborhoods in Cleveland.

**Description**

MidTown Cleveland is seeking a Marketing Intern with the diverse skills set and flexibility to work on implementing a variety of projects by deploying MTC's "Town" brand throughout the community. The Intern will be responsible for creating compelling content and report to the Manager of Community Engagement and Marketing.

**Core Responsibilities**

- Write daily social media posts
- Contribute to website and MidTown E-newsletter content development
- Assist with basic graphic design for flyers, website materials
- Assist in coordinating various marketing methods including direct mail, print ads, and social media
- Promote and acquire new subscribers to our MidTown newsletter and social accounts
- Manage and update video and photography content

**Skills and Qualifications**

- Pursuing a Bachelors or Masters degree in marketing, journalism, public relations or related field
- High level of proficiency with Facebook, Instagram, Twitter and LinkedIn
- Experience with WordPress, Canva and MailChimp
- Exceptional and responsive written, oral, and interpersonal communication skills
- Detail-oriented and organized
- Ability to work in a fast-paced environment
- Some professional work experience
- Critical thinker and problem solver
- Adobe Suite (Photoshop, Illustrator) capabilities preferred
- Passion for Cleveland

Submit cover letter and resume to Joi Carter at [jcarter@midtowncleveland.org](mailto:jcarter@midtowncleveland.org)