



The
PRESIDENTS' COUNCIL

Building Economic Empowerment



The
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BUSINESS CHAMBER



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F O U N D A T I O N

PC Scholars Program Assistant

Resumes Due: August 10, 2018

Interviews: August 13- 17, 2018

Internship Start Date: August 27, 2018

Internship End Date: December 7, 2018

Hours: 20-25 hours per week required

The Presidents' Council, located in downtown Cleveland with convenient access to public transportation, *supports, develops, and advocates* for our region's current and future generations of African American entrepreneurs and leaders through our two flagship programs, *At Your Business Onsite Technical Consulting* and *PC Scholars*.

MISSION: Acting as a catalyst for inclusion, The Presidents' Council supports, develops, and advocates for our region's current and future generations of African-American entrepreneurs and business leaders through sustainable wealth creation.

The Presidents' Council Foundation is a 501(c) (3) non-profit organization does this work through two flagship programs, *At Your Business* and *PC Scholars*. In November of 2015 The *Presidents Council Business Chamber* launched with its core mission to establish a viable membership organization that supports African American businesses and advances African American entrepreneurship while also making investments and advocating politically. The PCBC works to provide leadership, innovate ideas, and resources to advance African American owned and operated businesses thus contributing to the overall growth and economic development in Northeast Ohio.

PURPOSE:

To provide students with hands - on, real - world experience in nonprofit operations, with the potential for opportunities on special projects depending on the applicant's skills. Ideally, this internship will enable an intern to: (a) integrate and use their knowledge and skills from the classroom, (b) discover where further competence is needed, (c) take steps to gain that competence under educational supervision, and (d) become better acquainted with the types of work settings in which such competence can be applied. They are people who have an extraordinary commitment to making a difference in the community we serve. Interns are inspired people who are willing to take on creating the results we are committed to producing.

Key Responsibilities:

- ✓ Provide support to program staff on special projects and day-to-day operations.
- ✓ Follow up with instructors and community leaders for program sessions, meetings, and events.
- ✓ Assist in ensuring instructors and participants have the support they need and are set up for success in program sessions and events.

8/7/2018

- ✓ Assist with special event planning as well as attend these events (1 to 2 times a month)
- ✓ Help coordinate and assemble fundraising mailings (addressing, folding, stuffing, sealing and stamping of mass mailings).
- ✓ Assist with general office tasks (filing, copying, organizing digital photos, mail, etc.) as needed.
- ✓ Create, enter and edit data in Excel databases.
- ✓ Confirm attendance for program sessions, meetings and special events.
- ✓ Assist with ad hoc research and communications projects
- ✓ Assist with program recruitment efforts
- ✓ Assist program coordinator connect with PC Scholar Alumni
- ✓ Website and database management
- ✓ Other tasks as assigned.

Key Attributes:

Communication Skills: interns are friendly, engaging and able to establish communication in an appropriate manner. Interns are people who are in partnership with, and in authentic communication with staff, and professionals and non-professionals at all levels.

Team Work: interns have the ability to work in a small team as well as be independent enough to work on projects individually. Attention to detail is very important given that we have multiple programs functioning at all times. Interns work well with others and are able to take initiative while remaining accountable to The Presidents' Council Foundation policies.

Resilience: interns demonstrate commitment and reliability whilst remaining flexible and sensitive to a given situation. They remain calm under pressure and can give, and accept constructive criticism without becoming defensive.

Outlook: interns demonstrate a generous and positive outlook. They are self - confident and enthusiastic. Interns are open to learning from PCF staff as well as developing mutual interests. **MUST BE ABLE TO RELAX AND HAVE FUN WHILE STILL MAINTAINING A HIGH LEVEL OF PRODUCTIVITY.**

Confidentiality: interns respect the confidentiality of information shared within the organization whilst remaining accountable to The Presidents' Council Foundation policies.

Reports to:

Programs Coordinator

Length of Service:

Determined by college quarter/semester, or 3 months.

Age Requirements:

Enrolled in 2 – year or 4 – year college/university

Qualifications:

- ✓ Majoring in Business/Marketing, Communication, Public Relations, Non-Profit, or similar skill / level.
- ✓ Available bi-weekly Saturdays beginning Saturday September 22, 2018
- ✓ Self-motivated, entrepreneurial, extroverted individual with strong relationship and organizational skills
- ✓ Proven history of achievement.
- ✓ Strong communication and presentation skills.
- ✓ Ability to thrive in a fast pace environment.
- ✓ Willingness to assist with a variety of tasks and able to work both independently and collaboratively.
- ✓ Eager to learn and gain valuable real-world experience.
- ✓ Proficient with Excel, PowerPoint, Outlook, WordPress, Constant Contact and other common office systems.
- ✓ Proficient in utilizing social media in a business setting
- ✓ Experience creating promotional & marketing items for social media

Compensation

Internships are unpaid positions; however, may be worth credit hours through college or university programs. This position will provide fantastic experience for anyone that is interested in becoming an entrepreneur. You'll work in a fun and exciting environment that will provide strong challenges with great experiences.

Contact

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