

REFRESH COLLECTIVE
Development & Communications Internship

About Refresh Collective

Refresh Collective was founded in 2011 as the Fresh Camp by Dee Jay Doc Harrill as a summer arts enrichment camp meant to build community bonds in the Glenville neighborhood. Our Mission is to equip youth and uplift communities through music and design. Today we run in-school and out-of-school time hip-hop recording programs where students gain experience in lyric writing, digital music composition, and the recording arts. Refresh Collective runs an education recording studio called the Fresh Lab in the Detroit Shoreway neighborhood on the west side of Cleveland. We are undertaking an ambitious plan to expand our programming by establishing new recording studios at community partner facilities. We hope to reach every underserved community in Cleveland with exciting hip-hop programming.

Job Description

We need support in grant research and grant writing, social media promotion, donor communications, and direct-program support. An intern would work with Refresh Collective's Communications and Grant Manager to submit completed grant applications, communicate with our donor base, and complete other fundraising management tasks. Other support tasks would revolve around communications with partner agencies and administering program evaluation procedures.

Requirements

Good written and communications skills, experience with Google Docs and Instagram, ability to complete tasks to completion and take initiative to identify next steps, ability to work with diverse stakeholders including youth, parents, funders and community partner agencies.

Who's eligible

Undergraduate and Graduate students.

Applications will be accepted during the fall, spring, and summer semesters.

To apply, send your resume in an email describing your interest in the position to:
development@refreshcollective.org

This is an unpaid internship, but students are eligible to receive academic credit.