



CleveLawn is a local non-profit organization that was established in 2019. Our mission is to reduce violence and poverty throughout Cleveland. With our workforce development model, we help these communities by training them with the skills and behaviors required for success in workforce. CleveLawn focuses on breaking down the barriers of entry for second chance citizens, individuals in long term recovery, and at-risk youth. Our vision is to beautify and sustain marginalized communities in the greater Cleveland area.

In this position, the intern's main responsibilities will be to work with the executive team to organize, maintain, and plan for our social media platforms to grow our community presence. The candidate will also be required to maintain and plan our social media influencer program. The candidate will have the opportunity to express their creative freedom and utilize coursework knowledge in a real-world application.

### **Job Description**

**Position:** Social Media Handler

**Status:** Part-time, up to 20 hours per week

**Salary:** Unpaid, credit offered upon completion of the internship

**Duration:** Spring 2023

**Reports To:** Director of Programs and Human Resources

Responsibilities:

- Support the CleveLawn Administrative team as needed
- Organize and plan Instagram, Twitter, Facebook, and YouTube posts for our influencer program
- Conduct interviews with CleveLawn staff and community partners
- Follow work crews for photos used in media posts
- Develop social media presence
- Analyze engagements and grow our platforms

Qualifications:

- Currently enrolled in bachelor's degree program or higher. Preferred fields of study: Social Sciences, Urban Affairs, Economics,
- Media and video editing experience preferred
- Effective communication skills, Excellent written, verbal, and interpersonal skills
- Ability to work independently and creatively in a fast-paced environment
- Proficient with Microsoft Office, Word, Excel, Outlook,
- Active (agile) project management experience is a plus

Please send resume and cover letter to Devon Ventura, Director of Programs and Human Resources at [Dventura@Clevelawnohio.org](mailto:Dventura@Clevelawnohio.org).