



Position: Marketing and Communications Intern

Cleveland Mediation Center (CMC) has been mediating disputes and providing conflict resolution and mediation training to the greater Cleveland area since 1981, distinguishing CMC as the first community mediation center in Ohio. We are proud that throughout our history, we have committed to achieving the National Association for Community Mediation's [nine hallmarks](#) of a community mediation center.

CMC promotes just and peaceful community in Northeast Ohio by honoring all people, building their capacity to act, and facilitating opportunities for them to engage in conflict constructively.

We fulfill our mission by continuing our work in the community to facilitate dialogue with neighbors, community members, families or other parties, stop evictions, prevent homelessness, improve school attendance, and train those who wish to mediate.

Description: Cleveland Mediation Center seeks an energetic, creative thinker to assist in marketing and communications efforts. This internship is an excellent opportunity to gain experience in various aspects of marketing while working for an established community based nonprofit organization. **CMC is committed to building and supporting a diverse and inclusive work environment. We encourage people of color, women, and people who identify with other marginalized communities to apply.**

Responsibilities:

- Update, maintain, and grow CMC's social media presence
- Assist in planning, writing and managing monthly eNewsletter
- Draft and distribute media alerts, stories showcasing our work, and responses to news stories
- Design flyers, graphics, e-vites and other marketing material for trainings and other events hosted by CMC
- Update the CMC website when needed
- Provide updates on marketing and communications efforts, progress, and goals
- Collaborate with staff on new ideas, directions, and venues for marketing and communications

Qualifications:

- Firm grasp of available tools and platforms in the social media space
- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations) OR demonstrated experience in social media, marketing, and/or communications
- Be very familiar with computers including working knowledge of Microsoft Suite. Knowledge of or proficiency in Adobe InDesign, Photoshop, or online editing tools like Canva are desired but not required
- Be an engaging and clear communicator, both written and orally
- Ability to communicate in a professional manner with press and community contacts
- Creative thinker, open to collaborate and work independently, motivated by the work, willingness to learn
- Enthusiasm for the mission of Cleveland Mediation Center and the communities we serve
- A commitment to advancing social justice

Start Date: September 2019. Position open until filled. Requires 4 – 6 month commitment.

Hours: 8 – 12 hours/week, preferably twice a week in the office. Up to 4 hours can be completed at home.

Compensation: This is an unpaid/volunteer internship.

To Apply: Please send this application with your resume and cover letter to: kara.tellaisha@clevelandmediation.org

Intern Application

Contact Information

Name	
Address	
Phone	
Email	

Availability | When would you like your internship to begin and end (time frame or school semester(s))?

Why are you applying for an internship at Cleveland Mediation Center?

Please describe your qualifications pertaining to this role.

Person to notify in Case of Emergency

Name		Phone	
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How did you hear about this internship and Cleveland Mediation Center?

Our Policy

Cleveland Mediation Center is an Equal Opportunity Employer. It is our policy to provide equal opportunities without regard to race, sex, age, religious affiliation, national origin, gender identity, gender expression, sexual orientation, ethnic background, citizenship status, marital status, or disability.

Agreement and Signature

I understand that I am applying for a temporary, unpaid internship position at Cleveland Mediation Center.

Signature: _____

Date: _____