



MidTown Cleveland

5000 Euclid Ave, Cleveland, OH, 44103

Job Description

Intern, Spring 2022 (January-June)

Paid \$13.50/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 ten 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 Marketing and Communications Coordinator.

Core Responsibilities

- Write daily social media posts
- Contribute to website and MidTown E-newsletter content development
- Coordinate with local employers to update and manage job board
- Assist with basic graphic design for flyers, website materials
- Assist in coordinating various marketing methods including direct mail, print ads, and social media
- Coordinating and assisting with MidTown sponsored events
- General office duties as assigned

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
- 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 (Indesign, Photoshop, Illustrator) capabilities preferred
- Experience with WordPress, Canva and MailChimp preferred
- Passion for Cleveland

Submit cover letter and resume to Niraj Naik at nnaik@midtowncleveland.org