Cleveland Council on World Affairs Internship Opportunities

Description:
Since 1923, the Cleveland Council on World Affairs (CCWA) has promoted understanding of international affairs and engaged globally-minded citizens in Northeast Ohio. CCWA inspires engagement in international affairs through vibrant speaker forums, global education programs for students and educators, citizen diplomacy and professional and student exchanges.

CCWA has a long and successful tradition of providing meaningful intern experiences for undergraduate and graduate students. Interns support the different program areas of the Council. Often student interns are able to receive course credit for their CCWA internship.

Location: Caxton Building, 812 Huron Road East, Cleveland, Ohio 44115. Please note that CCWA’s office is located downtown, and interns must absorb the cost of public parking or use of public transit.

Commitment Period: 15-20 hours per week, regularly scheduled
Fall internship, September-December; Spring internship January-May; Summer internships May-August

Positions: International Exchanges, Model United Nations, Special Events/Marketing, and Special Projects

Compensation: This internship offers exposure to international work and meaningful opportunities for collaborative project work; it is unpaid. A small stipend is given at the end of the internship.

The qualities and characteristics we look for in interns:
- Ability to fulfill the time commitment required
- Strong written and oral communication skills, and internet research skills
- Strong interpersonal skills
- Time management and organizational skills
- Professional demeanor
- Ability to work independently
- Exhibit personal drive, show initiative
- Ability to work with Word and Excel
- Previous event planning skills are a plus

Deadlines: Applications deadlines are set for each semester. That being said, applications are also accepted on a rolling basis. To secure a semester placement, please plan to apply eight to ten weeks in advance.

Application requirements: A resume and a compelling but concise cover letter are required. You must indicate your availability for an internship (what days and times of the week) in your cover letter. You do not need to apply for a specific internship.

To Apply: Send a resume and cover letter as one PDF titled: Last Name, First Name to Katie Ferman at kferman@ccwa.org. No phone calls, please.