



## Internship Positions at the Cleveland Council on World Affairs: Spring 2024

### Description

Since 1923, the Cleveland Council on World Affairs (CCWA) has served as the resource for increasing understanding of international affairs and engaging globally minded citizens in Greater Cleveland. CCWA inspires engagement in international affairs through a vibrant lecture series, educational outreach to schools and universities, opportunities to engage in citizen diplomacy through professional and student exchanges, and continuing education and professional development programs.

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.
- ◆ **Commitment Period:** Spring internships take place in January — May; 15-20 hours per week
- ◆ **Internship Expenses:** This unpaid internship offers exposure to international work and meaningful opportunities for collaborative project work. Cost of daily parking will be reimbursed by CCWA for the duration of the internship. Additionally, CCWA may, at its discretion, offer a modest stipend.

### Available Internship Positions

- ◆ **International Exchanges Intern (1)** - will help write proposals, and plan virtual and in-person professional meetings and home hospitality for visitor groups.
- ◆ **Model United Nations Intern (1)** - will support the CCWA team in the logistical execution of the Model United Nations conferences during the Spring semester.

### Qualifications

- ◆ 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

### Instructions for applying:

- ◆ **Deadlines:** Applications for Spring 2024 internships are due by December 1, 2023 and will be reviewed on an ongoing basis.
- ◆ **Requirements:** A resume and a compelling but concise cover letter are required. You must indicate your availability (what days/times of the week you are available) and which internship you are interested in.
- ◆ **To Apply:** Send a resume and cover letter as **one PDF titled: Last Name, First Name** to [ccwa@ccwa.org](mailto:ccwa@ccwa.org). No phone calls, please.