

Internship Positions at the Cleveland Council on World Affairs: Summer 2024

Instructions for Applying:

Deadline: Applications for summer 2024 internships are due by March 22, 2024 and will be reviewed on an ongoing basis.

Requirements: A resume and cover letter are required. Please indicate your availability (what days/times of the week you are available) and which internship(s) you are interested in. You may use the same resume and cover letter to apply for more than one CCWA internship.

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

Internship Benefits: These internships offer exposure to international work and meaningful opportunities for collaborative project work. The cost of daily parking will be reimbursed by CCWA for the duration of the internship. Additionally, CCWA may offer a modest stipend at the successful completion of the internship.

Available Internship Positions:

International Exchanges Intern (1 Position Available)

- Interns will draft compelling proposals and program itineraries for U.S Department of State exchanges that showcase Cleveland as a destination for international visitors.
- Interns will help facilitate meetings and act as a Cleveland liaison when international groups are in town.
- Intern will help with data entry and assist with social media.
- This internship is in-person.

Academic Programs Intern (1 Position Available)

- Intern will execute the research, drafting, and editing of CCWA's Global Guides - curriculum guides on topics of international importance.
- Interns may help contribute to the selection of topics for the Global Guides.
- Intern will collaborate with Director of Global Education to brainstorm ideas for and help develop CCWA's experiential learning sessions.
- This internship can be hybrid style having in-person and remote work.

Model United Nations Intern (2 Positions Available)

- Interns will undertake research on UN issues and draft background guides for the 2024-2025 Model UN conference committees and topics.
- Interns will collaborate with each other on research and editing.
- Interns may help contribute to the selection of committees and topics for the background guides.
- This internship can be hybrid style having in-person and remote work.