

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

Instructions for Applying:

Deadline: Applications for Fall 2024 internships are due by August 16, 2024 and will be reviewed on an ongoing basis.

Requirements: High school diploma is required. 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.
- Proficiency in Spanish preferred(written and spoken)
- This internship is in-person.

Model United Nations Intern (2 Positions Available)

Autumn Internship: Approx August-December (dates are flexible)

Winter Internship: Approx October-January (dates are flexible)

- Intern will support the CCWA team in the logistical execution of the Model United Nations conferences during the Fall semester.
- This internship can be hybrid style having in-person and remote work.
- You may apply to one or both internships, but please indicate.