

# Internship Positions at the Cleveland Council on World Affairs: Summer 2025

## **Instructions for Applying:**

**Deadline:** Applications for summer 2025 internships are due by March 28, 2025 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 (2 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.
- Interns will help with data entry and assist with social media.
- This internship is in-person.
- Expected start date: mid-May 2025

### **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.