Internship Positions at the Cleveland Council on World Affairs: Spring 2027

Instructions for Applying:

Deadline: Applications for Spring 2027 internships are due by January 8, 2027, and will be reviewed on a rolling 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). You may use the same resume and cover letter to apply for more than one CCWA internship. Interns must be available for at least 3 days of in-person work at the CCWA and **are required to attend** CCWA's Model UN conferences for the following dates:

- **Case Spring Conference:** February 24-25, 2027
- **Middle School Spring Conference:** April 8-9, 2027

To Apply: Send a resume and cover letter as **one PDF titled: Last Name, First Name** to ccwa@ccwa.org. Please include the internship position title in the subject line. 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:

Student Programs Intern
(Spring Internship: Approx January-May; 1 Position Available)

Intern will work directly with the Program Associate of Student Programs to facilitate the preparation for and execution of CCWA's Model United Nations Conferences. Familiarity with Model United Nations and other diplomatic simulations is a plus but not required. This position has a heavy focus on administrative and program management responsibilities, with additional projects related to digital media creation. There may also be opportunities for engagement with other CCWA program departments, as available. Top applicants will have a demonstrated interest in global affairs and strong written communication and organizational skills.

Internship responsibilities include:

- Facilitate the conference registration process through communication between partner schools and CCWA team, tracking payments, and ensuring all stages of the registration process are completed.
- Ensure the organization and execution of Model UN programming, including the Spring

and Middle School Spring Conferences, and school workshops.
- Contribute to the development of Student Programs' initiatives with the Program Associate.
- Support the Global Education team with the development of CCWA Global Education program materials and digital media content, including YouTube videos and social media posts.

This internship is hybrid style, having in-person and remote work; in-person participation for conferences is required. This position may have the option to be extended to a year-long position pending performance and availability.