

Greater Cleveland Partnership Internship Position Description

INTERNSHIP TITLE: Equity & Inclusion Minority Business Growth (MBG) Intern

DIVISION: Equity & Inclusion

REPORTS TO: Marco Grgurevic, Director, Minority Business Growth

FLSA CLASSIFICATION: Non-Exempt

DATES OF INTERNSHIP: June 7 – August 13, 2021 (10 weeks)

POSITION SUMMARY:

The GCP Equity & Inclusion MBG Intern will be responsible for managing The Inclusion Marketplace to maximize the use of this online portal, additionally, the intern will identify and create a project scope and plan for a need within the division. At the end of the internship, the intern will present an overview of the two completed projects. The intern will have gained:

- Practice using project management skills
- In depth exposure to the entire Equity & Inclusion portfolio of diversity and inclusion strategies
- Opportunities to interact with, and gain exposure to Greater Cleveland leaders from a broad range of backgrounds and disciplines as result of attending and participating in GCP and E&I meetings

ESSENTIAL FUNCTIONS:

| Function | Estimated Time to Complete and/or Percentage of Internship |
|---|---|
| <p>Research Project: Complete an equity and inclusion research project using the Diversity & Inclusion Organization Assessment (specifically focusing on supplier diversity data).</p> <ul style="list-style-type: none"> ▪ Decide on purpose, scope and outcome of the project ▪ Complete an internal and external scan of relevant data sources ▪ Explore data visualization tools to use for the research report ▪ Create a report for internal and possible external use ▪ Develop a communication plan to share the findings ▪ Present project to division team and GCP staff, as appropriate. | 40% of time |
| <p>The Marketplace:</p> <ul style="list-style-type: none"> ▪ Assess the Marketplace for data integrity and clean-up as needed ▪ Work with marketing team to promote the Marketplace ▪ Conduct outreach to MBEs for the Marketplace to claim their profile | 50% of time |

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| <ul style="list-style-type: none"> ▪ Assist with planning and participate in COSE/BGC Outreach event ▪ Participate in the implementation of enhancements to The Marketplace | |
| <ul style="list-style-type: none"> ▪ Administrative duties as assigned | 10% of time |

SKILLS AND QUALIFICATIONS:

- Current undergraduate or graduate student
- Preferred course of study / interest: Public Administration, Political Science, Economics, Business
- Strong interest in diversity, inclusion, equity, social justice, etc.
- Excellent oral communication and interpersonal skills
- Ability to work with a team and also independently
- Proficient in Microsoft Office Programs including Word, Excel, and Outlook
- Must be able to work occasional off hours (outside of 8:30 a.m. – 5:00 p.m.)

EQUITY & INCLUSION DIVISION DESCRIPTION

Greater Cleveland Partnership’s Equity & Inclusion division works with Northeast Ohio employers committed to making the region’s diversity a source of economic strength. The goal is to increase board, senior management, workforce and supplier diversity among all industries and sectors. The work is fueled by the belief that businesses - and our region - are stronger with greater racial equity and inclusion.

Greater Cleveland Partnership Internship Position Description

INTERNSHIP TITLE: Equity & Inclusion Programming Intern

DIVISION: Equity & Inclusion

REPORTS TO: Jejuana Brown, Director, Equity & Inclusion Programs

FLSA CLASSIFICATION: Non-Exempt

DATES OF INTERNSHIP: June 7 – August 13, 2021 (10 weeks)

POSITION SUMMARY:

The Equity & Inclusion Programming Intern will create a project scope and plan for each of the areas outlined below. At the end of the internship, the intern will present an overview of a research project. The intern will have gained:

- Practical experience in program and event coordination, research and best practice sharing.
- Practice using project management skills.
- In depth exposure to the entire GCP Equity & Inclusion’s portfolio of diversity and inclusion strategies.
- Opportunities to interact with, and gain exposure to Greater Cleveland leaders from a broad range of backgrounds and disciplines as result of attending and participating in GCP and GCP E&I meetings.

ESSENTIAL FUNCTIONS:

| Function | Estimated Time to Complete and/or Percentage of Internship |
|---|---|
| Research Project: <ul style="list-style-type: none"> ▪ Complete an equity and inclusion research project on a programming topic with supervision from the Director of E&I Programs. | 35% of time |
| Best Practices Library: <ul style="list-style-type: none"> ▪ Manage weekly BPL postings & audit BPL posts for corrections needed and/or broken links. | 10% of time |
| Programming & Event Support: <ul style="list-style-type: none"> ▪ Assist with event and meeting logistics, event preparation and/or working onsite at events with Director of E&I Programs. ▪ Inclusion Conference: Assist with speaker logistics, social media promotion, & Amplify Inclusion Awards (facilitate selection process, order awards and social media announcements) | 50% of time |
| Administrative duties as assigned | 5% of time |

SKILLS AND QUALIFICATIONS:

- Current undergraduate or graduate student
- Preferred course of study / interest could include: Organizational Development, Human Resources, Public Administration, Communications, and/or Business
- Must have a strong interest in diversity, inclusion, equity, social justice, etc.
- Excellent oral communication and interpersonal skills
- Ability to work with a team and also independently
- Proficient in Microsoft Office Programs including Word, Excel, and Outlook
- Must be able to work occasional off hours (outside of 8:30 a.m. – 5:00 p.m.)

GCP EQUITY & INCLUSION PROGRAM DESCRIPTION

Greater Cleveland Partnership Equity & Inclusion works with Northeast Ohio employers committed to making the region's diversity a source of economic strength. The goal is to increase board, senior management, workforce and supplier diversity among all industries and sectors. GCP E&I's work is fueled by the belief that businesses - and our region - are stronger with greater inclusion.

Greater Cleveland Partnership Internship Position Description

INTERNSHIP TITLE: Equity & Inclusion Research & Data Intern

DIVISION: Equity & Inclusion

REPORTS TO: Marci Blue, Director, Research & Data Initiatives

FLSA CLASSIFICATION: Non-Exempt

DATES OF INTERNSHIP: June 7 – August 13, 2021 (10 weeks)

POSITION SUMMARY:

The GCP Research & Data Intern will be responsible for providing support to the Equity & Inclusion department through research, data collection, and analysis of both internal performance metrics and regional diversity, equity and inclusion. The desired goal of the position is to help us meet and exceed our division’s goals and objectives around culture change in the business community, within the scope of our data and metrics focused initiatives. Additionally, it is desired that the intern gain increased skills in research and data analysis, survey building, metrics reporting, and presenting research findings, in addition to relationship building and collaboration.

ESSENTIAL FUNCTIONS:

| Function | Estimated Time to Complete and/or Percentage of Internship |
|---|---|
| <ul style="list-style-type: none"> ▪ Conduct a research project on historical data collected through the E&I Organization Assessment, including regional and national benchmarks. Present findings to the Equity & Inclusion Division, in addition to appropriate stakeholder groups. Project will be overseen by the Director, Research & Data Initiatives. | 40% of time |
| <ul style="list-style-type: none"> ▪ Assist with E&I Programming survey building, data collection, and a robust analysis of program feedback. These programs include quarterly events, webinars, and the Annual Inclusion Conference. Create report of findings for E&I Division. | 30% of time |
| <ul style="list-style-type: none"> ▪ Provide support for ongoing data collection through the E&I Organization Assessment, including helping the Marketing team with content for newsletters and direct messaging, and outreach to increase participation via email and phone calls to target list. | 15% of time |
| <ul style="list-style-type: none"> ▪ Assist with the Best in Class Awards program including: communications to winners, working with Marketing & Events, coordinating winner videos & ceremony needs, and selecting and ordering awards. | 10% of time |
| <ul style="list-style-type: none"> ▪ Administrative duties as assigned, i.e. data entry, filing, copying | 5% of time |

SKILLS AND QUALIFICATIONS:

- Must be a current undergraduate student
- Must have a strong interest in research, data collection, and data analysis
- Must have a strong interest in diversity, equity & inclusion
- Excellent communication and interpersonal skills
- Ability to work with a team and also independently
- Proficient in Microsoft Office Programs including Word, Excel, and Outlook.
- Experience with Qualtrics or other survey software preferred.
- Must be able to work occasional off hours (outside of 8:30 a.m. – 5:00 p.m.)

GCP EQUITY & INCLUSION PROGRAM DESCRIPTION

Greater Cleveland Partnership Equity & Inclusion works with Northeast Ohio employers committed to making the region's diversity a source of economic strength. The goal is to increase board, senior management, workforce and supplier diversity among all industries and sectors. GCP E&I's work is fueled by the belief that businesses - and our region - are stronger with greater inclusion.

Greater Cleveland Partnership Internship Position Description

INTERNSHIP TITLE: Events & Marketing Intern

DIVISION: Membership Development & Marketing

REPORTS TO: Anne Siegel, Events Manager

FLSA CLASSIFICATION: Non-Exempt

DATES OF INTERNSHIP: June 7 – August 13, 2021 (10 weeks)

POSITION SUMMARY:

The GCP Events & Marketing Intern will be responsible for providing program support to the Events department by assisting in the planning, preparation, and implementation of GCP events and programs. The desired goal of the position is to assist in the successful execution of five feature GCP member events from start to finish. In addition, it is desired that the intern gain increased communication, organizational, negotiation, leadership and time management skills.

ESSENTIAL FUNCTIONS:

| Function | Estimated Time to Complete and/or Percentage of Internship |
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| <ul style="list-style-type: none"> ▪ Assist in the arrangements for GCP events including researching venues, caterers, and other event support companies, making arrangements, and assisting with event or meeting logistics. | 3 – 4 weeks and/or 40% of time |
| <ul style="list-style-type: none"> ▪ Support the event registration process by posting new events to the GCP website, sending event information to the marketing department, and assisting members in registering for events. | 2 – 3 weeks and/or 30% of time |
| <ul style="list-style-type: none"> ▪ Work with the Events team on event preparation including name tag preparation, gathering of marketing or display materials, and creation of handouts or other pertinent pieces. | 1 – 2 weeks and/or 15% of time |
| <ul style="list-style-type: none"> ▪ Work onsite at events with the Events team welcoming members, working registration, and ensuring all event details are completed. | 1 week and/or 10% of time |
| <ul style="list-style-type: none"> ▪ Administrative duties as assigned, i.e. data entry, filing, copying | 1 week and/or 5% of time |

SKILLS AND QUALIFICATIONS:

- Must be a current undergraduate or graduate student
- Must have a strong interest in event planning and marketing; previous experience a plus
- Excellent oral communication and interpersonal skills
- Highly energetic, poised, optimistic, and outgoing
- Ability to work with a team and also independently
- Proficient in Microsoft Office Programs including Word, Excel, and Outlook
- Must be able to work occasional off hours (outside of 8:30 a.m. – 5:00 p.m.)

Greater Cleveland Partnership Talent Internship Position Description

INTERNSHIP TITLE: GCP Talent Intern

DIVISION: GCP Talent

REPORTS TO: Angela Finding, Senior Director, Early Talent

FLSA CLASSIFICATION: Non-Exempt

DATES OF INTERNSHIP: June 7 – August 13, 2021 (10 weeks)

POSITION SUMMARY:

The GCP Talent Intern will be responsible for providing support for our education initiatives and adult workforce initiatives. In addition, the Talent intern will also be responsible for assisting with other education and workforce projects that evolve over the summer that we have not currently anticipated where our intern may be able to develop additional skills through participation.

ESSENTIAL FUNCTIONS:

| Function | Estimated Time to Complete and/or Percentage of Internship |
|--|---|
| Provide GCP Internship Central Program Support- GCP Internship Central provides valuable resources to assist employers trying to manage their internship experiences. Through GCP Internship Central, employers can access information on how to start an internship program, manage internships, experiential learning best practices, templates and much more. Our intern will assist with: <ul style="list-style-type: none"> ▪ Assist with blog research and writing ▪ Assist with planning and promotion of Total Internship Management Workshop ▪ Assist with building an Internship Summit survey to gain feedback on other topics and formats for the future of the event. Help with analyzing and inputting results into presentation formats. | 20% of time |
| GCP Talent Engagement & ProCorps Activities <ul style="list-style-type: none"> ▪ Assist updating volunteer engagement activities into CRM ▪ Assist with building out an expansion plan for ProCorps to cover all GCP Talent areas ▪ Assist with outreach, marketing, and promotion activities to increase awareness of ProCorps and gather data to help with ProCorps planning | 25% |
| <ul style="list-style-type: none"> ▪ GCP Talent Solutions Support Activities ▪ Identify and aggregate local, regional, and national publications, blogs, social media and podcasting channels where GCP's | 25% |

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| <p>Talent team can target outreach for sharing success stories and engaging thought leaders in the areas of inclusive workforce development, work-based learning, and youth career exploration.</p> <ul style="list-style-type: none"> ▪ Working in partnership with the marketing team, develop a planning and implementation framework for capitalizing on programmatic success stories and ongoing projects of high impact in a way that positions GCP Talent as a subject matter expert and resource for employers in Northeast Ohio ▪ Build a repository of written content (articles, blog posts, case studies, etc.) highlighting impactful projects or programming where GCP Talent is leveraging the talent ecosystem to better connect jobseekers to employers in ways that further drive economic growth | |
| <p>GCP RITE/Tech Talent Marketing Communications Support Activities</p> <ul style="list-style-type: none"> ▪ Assist with writing for RITE website, programs and all other RITE communications vehicles. ▪ Provide program support for Tech Week during the summer which is the highest planning time ▪ Assist with social media efforts to drive interest and engagement in RITE programming | 20% |
| <ul style="list-style-type: none"> ▪ Administrative duties as assigned, i.e. meeting preparation and attendance, note taking, etc. | 5% |
| <ul style="list-style-type: none"> ▪ Professional development activities <ul style="list-style-type: none"> ○ Participate in assigned professional development activities that include LinkedIn Learning Courses, networking activities, and other educational opportunities. | 5% |

SKILLS AND QUALIFICATIONS:

- Must be a current college student
- Must have an interest in education and economic development
- Must be flexible and have the ability to work on multiple projects at one time
- Excellent oral and written communication and interpersonal skills
- Highly energetic, poised, optimistic, and outgoing
- Ability to work with a team and also independently
- Ability to work virtually
- Proficient in Microsoft Office Programs including Word, Excel, and Outlook