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**AKRON COMMUNITY INTERNSHIP PROGRAM**

**\$1,200 FOR  
100 HOURS OF  
WORK**

**Enhance your skills, gain experience  
and learn about the Akron community**

**Go to [www.uakron.edu](http://www.uakron.edu) to get a  
current list of our available  
internships**

# INTRO TO INTERNSHIPS

\$1,200 FOR 100 HOURS OF WORK

## WELCOME

The Akron Community Internship Program aims to provide you with internship opportunities centered around improving the City of Akron and connecting you to leaders in our community. All internships provide students with resume boosting work experience and new skills. In addition to these benefits, you will be:

- linked to a community partner who can provide mentorship,
- taken to two Akron events that you and your mentor select,
- connected to a wider local network of community professionals

This exciting program is open to all students, in all majors. Seize the opportunity today and follow these steps!

**1. Please go to the link provided and fill out this Google Form. It will ask you for your internship selections, faculty recommendation, and resume.**

[https://docs.google.com/forms/d/e/1FAIpQLScyA4-M5hhKxPgflI\\_dh7ntAMdSFzwNh4iiakUe3sq9HpRGrA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScyA4-M5hhKxPgflI_dh7ntAMdSFzwNh4iiakUe3sq9HpRGrA/viewform?usp=sf_link)

**Additional Notes:**

- Title your resume using your last and first name (e.g., "James,LeBron.doc").  
If you would like help with your resume, visit or contact the Career Services Center, located in Room 211 of the Student Union (email: [career@uakron.edu](mailto:career@uakron.edu); phone: 330- 972-7747)
- Make sure to ask your faculty recommender for their permission to serve as a reference

**2. After we receive your resume, reference, and selections, we will periodically email you updates with available positions.**

Reply to us at: [akroncommunityinternship@gmail.com](mailto:akroncommunityinternship@gmail.com) with the internships that interest you.

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### 3. **We will contact the community partner on your behalf and provide them with your resume.**

Please don't contact them independently. If they are interested, they will email you to set up an interview.

If you have additional questions, you can schedule an appointment with one of our student assistants via email

**akroncommunityinternship@gmail.com.**

Remember, the Akron Community Internship Program is just one internship opportunity available at the University of Akron. Register on Handshake ([www.handshake.com](http://www.handshake.com)), the University of Akron job board, to view additional internship and job opportunities.

## INTERNATIONAL STUDENTS

International students in F-1 or J-1 status who are interested in applying for ACIP openings should know that they must obtain authorization from the International Center before accepting an internship.

If you would like help visit or contact the International Center located in room 202 of Buchtel Hall (email: [international@uakron.edu](mailto:international@uakron.edu))

When submitting your resume, please indicate that you are aware of this requirement and will acquire authorization should an internship be offered to you.

# STREET CRAFTERY

## GRAPHIC DESIGNER INTERN POSITION

### INTERN WANTED

Street Craftery, a DIY home decor crafting studio, is seeking a graphic designer to create unique and custom brand imagery for the company and its customers. This position includes developing and implementing a unique and original logo that exclusively identifies Street Craftery in a way that is true to the brand and stands out in the marketplace.

The ideal candidate will:

- Collaborate with other professionals in departments including marketing, website management, and communication to ensure all graphics and collateral effectively communicates the company message and resonates with the target audience.
- Create and design a wide range of marketing and sales collaterals for digital and print purposes, which can include print ads, displays, printed collateral materials, and web graphics.
- Keep abreast of trends in competitive markets, and support the development of campaigns that are innovative and forward-thinking.
- Establish design and content standards for all creative materials to create a favorable market for the Street Craftery brand.

### Qualifications

- Hold a bachelor's degree (or currently enrolled) in design, or the equivalent work experience is recommended.
- Strong working knowledge of Adobe InDesign, Illustrator, and Photoshop
- Excellent design, writing/editing, and proofreading skills
- Be available for 15-20 hours/week

### Benefits

- Great opportunity for an arts-loving graphic designer to develop skills in a fast-paced, highly creative environment
- Class credit (if applicable)
- Resume / Portfolio builder

**References** - 1 Professional/Academic Reference that speaks to the applicant's sense of camaraderie, integrity, professionalism, responsibility, and flexibility.

# SOUTH STREET MINISTRIES

## BIKE SHOP PROGRAMMING INTERN

### INTERN WANTED:

South Street Ministries is a 20+ year non-profit in a period of programmatic expansion through support from the Knight Foundation. This internship is a unique opportunity to engage in direct programming with youth, civic engagement during a robust year of Summit Lake planning, and ground-level entrepreneurial experimentation of envisioning the next iteration of a community bike program.

#### Employment Requirements:

- Support the programmatic operation and expansion of the South Street Ministries Bike Shop Program with the following potential scheduled hours:
  - Mondays from 5:30 pm to 8 pm
  - Tuesdays from 4 pm to 7 pm
  - Wednesdays from 5:30 pm to 8 pm
  - Thursdays, Fridays, and Saturdays as Bike events are planned and operated.
- Support the administrative needs of the Bike Shop program including youth service hours, bike inventory, bicycle maintenance, tool inventory, and program marketing.
- Work with South Street leadership to chronicle and develop Bike Shop expansion projects and help prepare a report for the Knight Foundation
- Attend other civic-related events in education about Akron-centric initiatives, engagement, and philanthropy.
- Abide by all South Street Ministries protocol, policy, and pandemic safety measures.
- Attend all necessary meetings with the administrative team and staff.
- Complete all assigned tasks by deadlines, as set by the executive director and administrative team.

Internship Dates: May 24th, 2022 (some flexibility permitted here) - August 18th, 2022



# COUNTRYSIDE

## MARKETING INTERN

### INTERN WANTED

Countryside aims to build a thriving local food community by connecting people, food, and land, in and beyond Cuyahoga Valley National Park. They are looking for a marketing intern to create, capture and spread content about their programs, vendors and events. To learn more about Countryside, visit <https://countrysidefoodandfarms.org/>

#### Essential Duties

- Create and schedule social media posts with the goals of promoting specific program areas and increasing engagement
- Create content for the website, blog, and marketing collateral
- Capture and solicit photos and videos from partners, vendors, and extended network
- Use Constant Contact to create weekly newsletters
- Use Canva to create basic designs using our branding guidelines
- Bring fresh marketing ideas and perspectives to the organization
- Other duties as assigned



# OHIO & ERIE CANALWAY COALITION

## COMMUNICATIONS INTERN

### INTERN WANTED

Ohio & Erie Canalway Coalition is dedicated to developing the Ohio & Erie Canalway National Heritage Area in Summit, Stark, and Tuscarawas Counties.

The Communications Intern will assist with the communications strategy for the Ohio & Erie Canalway Coalition. They will work closely with the Communications Coordinator and the Ohio & Erie Canalway professional team.

Some areas of responsibility include, but are not limited to:

- Design and edit marketing materials.
- Provide photography as needed at programs, events, and in general throughout the Ohio & Erie Canalway Towpath Trail.
- Assist with content creation and editing for the organization's website.
- Assist with engagement on social media platforms.
- Assist with a biweekly e-newsletter.
- Support communications and other duties as needed for events and programs throughout the year.

Questions about the position or the Ohio & Erie Canalway Coalition can be directed to Amber Genet, Vice President and Chief Operating Officer at [agenet@ohioeriecanal.org](mailto:agenet@ohioeriecanal.org) or by calling 330-374-5657.



# CITY OF AKRON PUBLIC ARTS COMMISSION

## PUBLIC ARTS INTERN

### INTERN WANTED:

The City of Akron envisions a future where public art is essential to creating inspiring places, living in cohesive neighborhoods, and helping culture thrive across our city. The Akron Public Art Program's mission is to celebrate the cultural vitality of the people of Akron and promote economic vibrancy through the integration of high-quality artwork into public places.

City of Akron Public Arts Commission is looking for someone to access and showcase the full collection of Akron Art on City owned Property/Land. This collection will be housed on the City's Public Arts website.

Duties include but are not limited to;

- Identifying and cataloguing public art in the City of Akron
- Capturing clear, detailed pictures with a phone or camera and being able to email or download photos from devices.
- Taking care of City of Akron property if provided
- Working directly under the Public Arts Liaison with the City of Akron

Requirements;

- Excellent writing and oral communication skills.
- Complete all assigned tasks by deadlines.
- Self motivated, detail oriented and being able to work independently with little supervision



DANIEL HORRIGAN, MAYOR



# STUDENTS WITH A GOAL (SWAG)

## MARKETING INTERN

### INTERN WANTED

Students with a Goal (SWAG) is an after-school Academic Tutoring and Mentoring Program. Program days include four different segments of interaction that are focused on academic achievement, social, and emotional development.

#### Responsibilities

- Survey current team members regarding potential improvements
- Collaborate with program staff to redesign and review current marketing materials
- Present recommendations on new print literature to the Board of Directors
- Evaluate the effectiveness of the new marketing pieces
- Develop a Public Relations campaign to increase program awareness
- Create graphic representations of data for marketing purposes
- Preparing marketing proposals and presentations based on company needs
- Monitor and manage the organization's social media platforms and recommend adjustments to outreach tactics as needed

#### Requirements

- College student studying marketing and with a passion for service
- Ability to translate complex research and statistics into common language
- Aptitude with various social media platforms as well as the data tracking tools associated with them
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Ability to multitask if needed



# **SOUTH AKRON YOUTH MENTORSHIP**

## **COMMUNICATIONS & MARKETING INTERN.**

### **INTERN WANTED**

This position with the SAYM is responsible for the maintenance of a communications strategy concerning all necessary platforms of social media and communication. The intern directly reports to the Operations Director for executing the job description and exercising “competencies and character” appropriately.

The representation of SAYM on the internet is a highly sensitive and important part of the overall communications and development strategy.

### **ESSENTIAL FUNCTIONS**

- Communicate with the Ministry and/or Operations Director regarding responsibilities and tasks.
- Utilize platforms such as Instagram, Facebook, LinkedIn, Canva, Hootsuite, Google Drive, etc to communicate calendars and current/future SAYM champions.
- Assist in the development and implementation of Marketing Strategies.
- Create posts/graphics with the SAYM Canva account.
- Monthly marketing meeting to communicate the success of past objectives and detailed plans for the next month.
- Assist in the event planning process when necessary
- Regularly attend various Mentoring nights, special events, SAYM programs especially with the purpose of cataloging events and collecting content. If you are unable to attend, communicate with volunteers and program staff to collect event contents
- Keep track of hours and field notes on time card to submit bi-weekly to supervisor
- Attend weekly staff meetings and monthly development meetings to give reports, when requested
- Participate in a weekly 1-on-1 with the Operations Director



# ARTS NOW

## AKRON BLACK ARTIST GUILD PROJECT MANAGER INTERNSHIP

### INTERN WANTED

The Art & Park Collective, in partnership with Summit Metro Parks, is a project that provides Black artists opportunities to leverage technology to produce performances, workshops, and demonstrations in public parks.

The leadership of Akron Black Artist Guild seeks a Black and/or African American student that has a passion for the arts and innovative exploration in the Akron Black community. This intern will support the Project Manager in executing a successful first year of the Arts and Park Collective. The project management team will be responsible for selecting and scheduling artists, facilitating relationships with partners such as Summit Metro Parks, overseeing the budget, and working to elevate the visibility of Black artists in greater Akron.

#### Internship Responsibilities

- Active and consistent communication with the project management team
- Communication with the full range of stakeholders and partner organizations
- Partnership development and maintenance
- Artist support in collaboration with and guidance from the project management team
- Attend team meetings as organized by the project management team
- Logistics and timeline management

A Cover Letter/Letter of Interest should be included with your Resume and Faculty Recommendation when submitting the application/Student interest form

# TOMTOD IDEAS

## PATHFINDERS EARLY ADOLESCENT PROGRAM INTERN

### INTERN WANTED

TomTod Ideas is a youth development nonprofit based in Canton, Ohio that listens to, honors, and advocates for middle schoolers. Yep. You read that right. Middle schoolers, and only middle schoolers. We create programming specifically for 10-14-year-olds because we think their perspective is valuable and necessary for the community. Since 2012, we've helped thousands of middle schoolers discover and love their community while finding ways to help it thrive. Using the latest research about early adolescent development, our programming allows students to explore idea creation through a community-focused, developmentally appropriate lens. We are ball pit engineers, blanket fort architects, dance party organizers, and idea connoisseurs.

Student will:

- facilitate student mentoring experiences under the guidance of team members
- learn how to plan, implement and evaluate core TomTod programming
- be an active ambassador for TomTod's core DNA to the community at large.
- co-explore / imagine / curate ideas alongside middle schoolers in a variety of settings
- maintain thorough documentation and clear metrics for programmatic goals and outcomes alongside the team
- develop an ability to pursue excellence at engaging students in a variety of settings.



# NEIGHBORHOOD NETWORK

## PUBLIC SPACE WALK AUDIT PROGRAM INTERN

Neighborhood Network's mission is to build a unified voice to renew our community. It is focused on the Middlebury and University Park neighborhoods in Akron, Ohio. They are seeking a Public Space Walk Audit Program Intern to co-design the 2022 Middlebury and University Park Walk Audit Program with the Neighborhood Network Coordinator. The internship will start in the Spring semester of 2022.

### Internship Roles

- Co-design the 2022 Middlebury and University Park Walk Audit Program with the Neighborhood Network Coordinator
- Weekly meetings with the Neighborhood Revitalization Manager, coordinator, and intern.
- Review materials and practices to understand the process of creating, implementing, and influencing public action/improvements
- Meet with and interview the coordinator about their experience with creating and implementing the Public Space Walk Audit program.

### Responsibilities for the 2022 Public Space Walk Audit Program Intern

- Assist with outreach/recruitment/sign up
- Co-lead a refresher training to recruit and coordinate walk leaders
- Data entry and analysis
- Co-create "2022 Middlebury & University Park Walk Audit Priority One-Pager" for each route from data
- Once completed, co-present the draft "2022 Middlebury & University Park Walk Audit Priorities Report" to the entire (or subcommittee of the) Neighborhood Network Core Team for review and comments.
- Integrate relevant NN Core Team recommendations into the "2022 Middlebury & University Park Walk Audit Priorities Report" and submit the final draft to your NN supervisors (Neighborhood Network Manager and Coordinator)
- The final deliverable may be presented to City of Akron engineers and leaders and can be used to inform processes affecting the city

The presentation and final deliverable can be in the format of your choosing however the final deliverable ("2022 Middlebury & University Park Walk Audit Priorities Report") should be accompanied by at least a one-page written Executive Summary AND a copy of the intern's updated resume/CV which includes the work completed during the internship with Neighborhood Network.



# OH SNAP

## SELFIE MUSEUM BRAND AMBASSADORS

### **CAPTURE - CONNECT - CREATE!!**

Oh Snap is looking for brand ambassadors for the Akron Selfie Museum, and Event Space! Brand Ambassadors work in the guest services and with the marketing team to come up with unique strategies to market their events, projects, and services. Their job is to support the brand by creating and uploading content that encourages the public to engage with them and the company.

They will be the face of OH SNAP and will greet and assist guests in the Lab when needed. Brand Ambassadors are also willing and able to create marketing and promotional campaigns centered around trends, community, and current events. Our flexible work model allows for non-traditional work conditions that promote creative, fun, and entrepreneurial insight.

#### Roles and responsibilities

- Greet and orient visitors to the Museum, programs, and events.
- Process admissions and fees for programs, memberships, and events
- Answer the Museum's central telephone lines promptly, answer inquiries courteously, and direct callers to appropriate staff offices and individuals as needed.
- Assist guests with photographs and stage set, props, and poses
- Clerical duties, which may be performed at the Front Desk for other Museum departments, as assigned by Guest Relations Manager or Retail Manager.
- Assists in the operation of the Museum Gift Shop, as needed.
- Performs other related duties as required.



# NORTH AKRON COMMUNITY DEVELOPMENT CORPORATION

## BUSINESS & ENTREPRENEURSHIP INTERN

### **INTERN WANTED:**

The North Akron Community Development Corporation (NACDC) works in the diverse and vibrant community of North Hill, Akron. In this thriving and vibrant community, they work on a number of important fronts, including economic development, physical infrastructure and beautification, and cross-cultural social events and programming. They seek an energetic intern who can assist them in managing NoTique, a non-profit boutique that specializes in local economic development.

#### Responsibilities include:

- Provide assistance in social media marketing and customer service.
- Work toward supporting artists and entrepreneurs with basic graphic design and editing.
- Using a point-of-sale system to make sales.
- May include travel to local art festivals to promote the boutique and recruit new makers and entrepreneurs.

#### Requirements:

- Ability to learn and work with diverse communities.
- Excellent communication skills.
- Strong creative thinking skills.
- Complete all assigned tasks by deadlines.
- Detail-oriented and able to work independently.

Tentative Internship Dates: September through December 2021 (flexibility on the number of hours per week and scheduling)



# NORTH AKRON COMMUNITY DEVELOPMENT CORPORATION

## PUBLIC ART & COMMUNITY INTERN

### **INTERN WANTED:**

The North Akron Community Development Corporation (NACDC) works in the diverse and vibrant community of North Hill, Akron. In this thriving and vibrant community, they work on multiple important fronts, including economic development, physical infrastructure and beautification, and cross-cultural social events and programming. They are seeking an energetic intern who can assist in programs that interconnect public art, economic development, and community empowerment.

#### Responsibilities include:

- Build relationships with entrepreneurs in the surrounding business district at the intersection of North Main Street and East Cuyahoga Falls Avenue.
- Support the creation of a directory and asset map of businesses with the Special Projects Committee.
- Identify three public art display opportunities in storefronts or vacant spaces.
- Collaborate with entrepreneurs to design what displays would complement their businesses and draw attention to the district.
- Implement or set a plan in place to implement three displays by the end of the year.
- Support NACDC's public spaces with unique display ideas and simple creative activations.

#### Requirements:

- Ability to learn and work with diverse communities.
- Excellent communication and creative thinking skills.
- Complete all assigned tasks by deadlines.
- Detail-oriented and able to work independently.



Tentative Internship Dates: September through December 2021 (flexibility on the number of hours per week and scheduling)



# GUYS AND GALS COMMUNITY PARTNERSHIP INC.'S

## PROGRAM DEVELOPMENT AND EVALUATION INTERN

### INTERN WANTED:

Guys and Gals Community Partnership Inc. is a non-profit organization with the objective of promoting the physical and psychological development of individuals and communities through holistic education and preventable health programs. GGCP Inc. is looking for an intern to assist with the development of a summary Project Report on the Hoop for Coop and Positive Health Initiatives and other programs they offer.

#### Responsibilities include:

- Research and compile existing data to identify cardiovascular health disparities within communities of color in Akron and explore how they could be addressed with health initiatives.
- Research and compose for inclusion in the report, stories from elders and community leaders on the Hoop for Coop program and generate narrative summaries about past program initiatives.
- Complete administrative tasks related to GGCP Inc and Hoop for Coop Initiatives, including developing social media marketing material for events.
- Identify opportunities for growth and program development.
- Assist with preparation for and execution of Hoop for Coop Initiative.

#### Skills Needed:

- Research skills and the ability to find and read public health data sources
- Good oral and written communication skills
- Flexibility to work virtually and meet with the Executive Director and Board in person
- Passion for reducing health disparities in communities of color

