Available Positions

as of

November 6, 2018
The EX[L] Center’s Akron Community Internship Program
$1,000/100-hour internships

The Akron Community Internship Program is a program that aims to provide YOU with internship opportunities that are 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 pick, and connected to a wider local network. This exciting new program is open to all students, in all majors. Seize the opportunity today and follow these steps!

1. Create/Update your resume and email it as a PDF or Word document to akroncommunityinternship@gmail.com. Title your resume using your last and first name (e.g., “JamesLeBron.doc”). With your resume, also send, your selections and at least one University of Akron professor, and their contact information, as a potential reference (with their permission).

   *If you would like some help with your resume, please visit or contact the Career Services Center, located in Room 211 of the Student Union (email: career@uakron.edu; phone: 330-972-7747)*

2. After receiving your resume, we will periodically email you updates of available positions. Reply to us (akroncommunityinternship@gmail.com) with the internships that interest you.

3. We will contact the companies and provide them with your resume. **Please don’t contact them independently.** If the companies are interested, they will email you to set up an interview.

4. If you have additional questions, you can schedule an appointment with one of our student assistants via email (akroncommunityinternship@gmail.com).

5. Remember, the Akron Community Internship Program is just one internship opportunity available at the University of Akron. Register on Handshake (www.handshake.com), the University of Akron job board, to view additional internship and job opportunities!
Community Outreach Intern with Akron-Canton Regional Food Bank

- See a federal assistance program in action
- Engage community to provide critical resources to those experiencing hunger

This internship may be of interest to students with the following majors: Anthropology, Child/Family Development, Nutrition/Dietetics, Political Science, Psychology, Social Sciences, Social Work, or Sociology.

This 100 hr work opportunity includes:

Screening potential SNAP clients and helping with applications for households, Providing food pantry information on food assistance hotline, Assisting with SNAP workshops, presentations, and booths at events when opportunities arise.

Intern will produce a field experience report, which will include suggestions to engage others in this effort and process improvements, and present to the Foodbank SNAP Outreach team.

Opportunities will coordinate with interns’ schedules. Weekend, daytime and evening hours will be available.

Qualifications:
Strong communication, customer service, and problem-solving skills
- Comfortable being outgoing and engaging diverse community members about food assistance benefits in a culturally appropriate and professional manner
- Ability to work both independently and collaboratively
- Ability to commit to ten hours per week with a minimum of two hours after 4:00pm or on the weekend
- Reliable transportation and a valid driver’s license
- Must be able to pass a background check and prioritize security and confidentiality of all SNAP applicant records
The Akron Civil Rights Commission was created in 2017 to enforce Akron’s new anti-discrimination law, and to inform and educate the public. The Commission seeks a student who would be named an Akron Civil Rights Fellow. The Akron Civil Rights Fellow would assist in:

- Developing educational materials and a public information strategy for the Commission
- Researching and developing funding sources for Commission operations
- Establishing partnerships with other community organizations
- General Commission communications and operations

We seek a motivated, resourceful student with a commitment to anti-discrimination. Design, marketing and social media skills would be helpful. Familiarity with law and equal rights would be a plus. The Commission generally meets on the first Monday of each month at 4:30 pm. Ability to attend Commission meetings is preferred but not required. Workload will vary, but candidate can expect 5-10 hours per week. Pay is $10/hr for the first 100 hours through the EX[L] Center, any extra hours would be unpaid.
Alchemy Akron is a studio and apothecary that combines art and self-care.

The Marketing Assistant Intern will play a crucial role in the marketing and communication of the Alchemy Akron brand. The internship will provide practical work experience in Arts marketing.

**Marketing Assistant Intern**
The marketing assistant will work directly with the artist to:

- Grow and develop Alchemy through marketing and social media
- Create innovative ways to connect with community and clients
- Generate, revise, and further enhance publicity materials through print, video and digital/social media
- Assist with the production of press releases, proposals and website content

**Desired Qualities**
Punctuality, capacity to handle multiple tasks, detail-oriented, and able to work with minimal supervision. Must have excellent English writing and editing skills, fluency with social media and be passionate about the visual arts/ and wellness.

**Benefits**
- This position is compensated at the rate of $10/hr for 100 hours of work.
- The successful intern will hone transferrable work skills with an active community arts leader and mentor.
- The intern will work in a supportive work experience that provides the opportunity to collaborate with a wide range of entrepreneurs, organizations, and artists.
Alchemy Akron is a studio and apothecary that combines art and self-care.

Creative Assistant Internship Description
The Creative Assistant intern will assist the artist in establishing routines to keep the studio running smoothly. The successful candidate should have an artistic background with interest and skills in one or more of the following: graphic design, ceramics, art, jewelry-making, sewing, assembly.

Activities
Working directly with the artist to manage all aspects of the studio:
- Assist with displays, events and workshops
- Assist with product assembly and preparation
- Perform general assistant duties as needed
- Maintain inventory and online shop
- Perform research
- Order products and supplies

Desired Qualities
Punctuality, capacity to handle multiple tasks, detail-oriented, and able to work with minimal supervision. Must have excellent English writing and editing skills, fluency with social media and be passionate about the visual arts/ and wellness.

Benefits
- This position is compensated at the rate of $10/hr for 100 hours of work.
- This position serves as an opportunity to build a portfolio/resume and receive transferrable work experience by creating materials and supporting programming for Alchemy, an arts and wellness company.
- The intern will work in a supportive work experience that provides the opportunity to collaborate with a wide range of entrepreneurs, organizations, and artists.
The Boys & Girls Clubs of the Western Reserve

Website and Digital Content Intern
We are seeking a highly knowledgeable and motivated web design and digital content intern to assist with revising and improving our website and social media presence. Intern will gain knowledge of the Akron Community by attending community events with key BGCWR staff. Intern will plan, coordinate and assist in redesign of the Boys & Girls Clubs of the Western Reserve website and social media platform.

DUTIES AND RESPONSIBILITIES
• Copy optimization for content marketing
• Curate, research design and trends in website design
• Work closely with the designer assisting with implementation and testing of new pages
• Assist with development and support of web controls and web navigation framework
• Contribute to the development and support of web statistics and reporting
• Deliver high quality documentation (accurate, complete, and usable) checking for errors in spelling, grammar, and hyperlinks)

WORKING CONDITIONS AND QUALIFICATIONS
• Basic understanding of components of common website technology
• Familiarity with social media channels and audiences
• Basic understand of marketing concepts and principles
• Outstanding writing and editing skills
• Attention to detail and accuracy
• Strong background in written and verbal communications
• Mature judgement, discretion and professionalism in communicating information
• Shows respect for others and is a proven team player
• Flexibility, ability to adapt to changes, and able to prioritize
• Must authorize BGCWR to conduct a background check.

Completion of a BGCWR volunteer application and background check are a necessary part of this internship. Flexible Hours
City of Akron has created a program, “Full-Term, First Birthday.” The program seeks to inform citizens about the causes and consequences of low birth weight and its implications for infant morbidity and mortality as well as the toll these take on mothers, fathers, and families. Full-Term, First Birthday also seeks to teach residents about available resources in the community that promote healthy, full-term pregnancies so every child gets to celebrate their first birthday. According to Ohio Medicaid data, Summit County had the highest preterm birth rate in 2016 and ranked the 4th highest in infant deaths in 2015. Preterm birth and infant death rates for African American babies were nearly double that of white babies in all Akron zip codes. The goal of Full-Term, First Birthday is to decrease the number of African American premature births and infant deaths by 2025.

Internship Description: Health and Transportation Grant Writer (100 hrs with goal of one complete proposal submitted)

Assist the staff of Full-Term, First Year to identify grant funders and work with staff to write grant proposals seeking funding to describe and address social determinants of health negatively impacting pregnancy and birth outcomes in Akron and Summit County. The specific focus of this work will be on the structural inequalities related to transportation. The intern will interact with METRO Transit Authority, collaborating to create a proposal.

- research & writing skills
- Detail-oriented
- Professional
- Intersectional sensitivity
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**Internship Description: Health and Housing Security Intern (100 hours with goal of a well-developed, pilorable program)**

Another one of the social determinants of health that negatively impacts pregnancy and birth outcomes in Akron and Summit County is housing insecurity. The intern will work with the City of Akron’s Health Equity Ambassador, Tamiyka Rose, to develop a pilot housing program for mothers who are homeless or at risk of becoming homeless.

- Strong research and writing skills
- Understanding of intersectionality and specific social determinants of health in northeast Ohio
- Strong communication and interpersonal skills
- Professional
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**Internship Description: Health and Food Insecurity Project Intern**
(100 hours working)

Another social determinant of health impacting pregnancy and birth outcomes is food insecurity. This intern will work with Health Equity Ambassador, Tamiyka Rose, to develop a pilot project with tangible results linking local food sources and healthy food options in ways that positively impact Akron infant mortality and low birth weight rates.

- Strong research and writing skills
- Understanding of intersectionality and specific social determinants of health in northeast Ohio
- Strong communication and interpersonal skills
- Professional
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Internship Description: Website Update Intern (100 hours to design, create, and train someone for basic updating)

Full-Term, First Birthday seeks a student intern with website development skills to create a highly functional, attractive, and accessible platform to raise awareness and share essential information about infant mortality and available programs across the greater Akron area that promote healthy birth outcomes.

Requirements:

- Strong understanding of WordPress, experience with using it before is a plus
- Knowledge of programming skills in HTML, CSS, JavaScript, among others
- Ability to communicate professionally with technical and non-technical colleagues and clients by phone, email, and face to face
- Education in Computer Science, Graphic Design or related field
Submit deliverables within the agreed upon deadlines
ConxusNEO is a driving force in Summit County working hard to catalyze growth and opportunity. Our vision is to support and sustain a world-class, demand-driven and data-informed talent development system that connects companies, residents and jobs. We’re invested in fostering meaningful, cross-sector collaboration and changing the community’s expectation for the kind of talent system we need.

**Position: Database Development**
This project will build upon the Career Training Opportunity (CTO) database that helps jobseekers find training and education programs that align with their interests/goals.

**Responsibilities:**
Assist in the development of a database that will capture and store in-demand job information by preparing and cleaning up the data; all database fields have been identified and the data has been collected and stored using Microsoft Excel. If time permits during the semester, the intern will also conduct online research to update the data.

While the database application utilized by ConxusNEO does not require coding, technical skills are required for working in Excel and databases. The ability to work collaboratively with internal and external constituents is necessary. The data that is cleaned up by the intern will be stored in a user-friendly database and used to develop infographics that will help students and jobseekers identify career pathways in high-demand occupations.

**Requirements:**
- Excellent time management, follow through and prioritization
- Ability to work independently, as well as member of a team
- Strong oral/written communication
- Problem-solving/critical thinking
- Self-motivated and strong initiative
- Strong research, investigation, planning, and analyzing
- Technical skill (MS Word, Excel, WordPress, Internet; web page design preferred)
- Flexible; able to handle change
- Detail-oriented; ability to track project
- Excellent interpersonal, listening, customer service
- Creative/innovative
Coso Consulting (CC) Wellness Consulting Intern

We are looking for a student interested in a career in social media content writing and social media marketing preferably with an interest in holistic approaches and wellness. This internship will provide you with the opportunity to create and build an extensive portfolio on various projects through content writing and subsequent social media placement: LinkedIn, blogs, newsletters. The internship will tailor to the student’s strengths while allowing for the opportunity to expand experience in other areas.

Main objectives
● Content development and placement
● Writing to educate and influence with a bit of humor at times.
● Write and Create email content
● Create and submit press releases
● Website content
● Research, write and submit workshop proposals for various industries.
● Help create and edit video script.

Skills & Knowledge: Must have excellent English writing and editing skills, and know of social media placement (the rest can be learned)

● Excellent overall writing skills in a number of different styles/tones
● Ability to add content to a WordPress site is a plus
● Comprehension of Microsoft Apps and SEO tools (Google tools) or willingness and desire to learn
● Research diverse topics to produce accurate and interesting web content and blogs.
● Proofread & edit original content for spelling, grammar, syntax and structure.
● Write optimized title tags, meta descriptions, h tags, alt tags, and URLs.
● On-page and off-page linking.

Candidates must provide resume and work samples: link to a website, blog and or social media pages. This is a remote internship not requiring travel.
DTVision is a creative goal setting experience with a licensed counselor that involves using guided imagery and art in a warm, fun and relaxing atmosphere. We promise to provide an exceptional experience specially designed to provide a positive awareness of a personal and/or professional goal. Participants leave the experience with an iconic piece of art that reflects a personal and/or professional goal. The art is a reminder of a goal that can be achieved!

Description:
Our growing privately owned company is seeking a Marketing Intern. We are looking for an ambitious individual who is committed to being their personal best across the 100 hrs of this internship. We seek a student interested in a career in social media and content marketing. We provide the opportunity to experience the growth of a startup company from the inside and gain valuable work experience. Candidates must be punctual, available evenings and have reliable transportation. Candidates must demonstrate positive behaviors and interact effectively and harmoniously with others. Candidates must provide resume and work samples: link to website, blog and or social media pages.

Responsibilities: (include but are not limited to)
- Create content for all of our company’s social media accounts, including organizing cross-platform content strategies
- Develop new social media campaigns from the ground up, considering our clients’ needs and their specific industries
- Monitor social channels for trending news, ideas and memes, then capitalize on those trends through our social media accounts
- Perform research into our clients’ industries and provide actionable tips and advice for expanding their reach in the digital space
- Assist with capturing and analyzing social media metrics

Specific days and hours will be negotiated in light of the successful candidate’s existing schedule.
The International Institute of Akron (IIA) is a nonprofit organization that provides free and low-cost legal services to immigrants in need of legal services. Through funding from the Immigration Justice Campaign, a joint initiative between the American Immigration Lawyers Association (AILA) and the American Immigration Council (AIC), IIA is supporting the coordination of legal services for detainees at the Northeast Ohio Correctional Center in Youngstown, Ohio.

Position: Immigration Justice Campaign Intern
IIA is seeking an Immigration Justice Campaign Intern to provide a wide range of logistical and organizational support to the Immigration Justice Campaign Pro Bono Coordinator in their intake and coordination of legal services for detainees.

Qualifications:
- Fluent or native Spanish Speaker
- Acts with professional maturity
- Willingness to work directly with detainees at the Northeast Ohio Correctional Center (NEOCC)
- 8 Tuesdays throughout the Fall Semester available to travel to NEOCC
- Additional 4 hours per week minimum to commit to the project
- Maintain high emotional intelligence
- In-depth understanding of confidentiality
- Possess strong attention to detail
- Ability to anticipate needs
- Ability to navigate a fast-paced environment
- Strong researching skills are a plus
- Demonstrated commitment to immigrant rights and willingness to support IIA’s mission, vision and values.
- Additional volunteer hours and continuation throughout the school year is available and encouraged.
- Ability to pass a BCI Background Check and a working interview
Ma'Sue Productions is an African American based theater company. We strive to create work that upholds and uplifts black lives and lived experiences, but that is embracive of diverse audiences.

**Position: Grants Management Intern**
The intern will support Ma’Sue Productions in achieving its fundraising goals with a focus on administration.

**Duties:**
- Conducting prospect research on individual, foundation, and corporate donors
- Research historical relevant materials that relate to ongoing theatrical projects
- Maintaining donor and grant databases and files, including calendar deadlines, logging donations, generating and sending donor acknowledgements, logging donor appreciation efforts
- Supporting staff with logistics associated with special events.
- Working with Executive Director and Associate to implement development strategies.
- Maintaining and compiling Proposal Templates and Grant Packets

**Skills Needed:**
- Technical writing skills
- Experience managing a database and/or other information tracking systems
- Computer literacy, including Microsoft Word, Excel, and Outlook
- Stay organized and meet deadlines, work well in a fast-paced environment
- Must enjoy people & be comfortable working w/ people of diverse backgrounds
- Ability to work independently, take initiative, and prioritize
- Enthusiasm and dedication with consistent attention to detail and accuracy
- Work effectively & efficiently; to create/modify systems and processes
- Background in – or knowledge of – theatre arts preferred but not required
- Preferred website content management experience
On the Table Greater Akron is a first-of-its-kind initiative that brings together thousands of residents from all walks of life to share a meal and discuss meaningful ideas to strengthen our community. We conducted research on Economic Issues & Poverty, Equity & Social Inclusion, Drugs & Addiction, Education & Youth Development and Public Safety & Judicial System.

**Research Assistant Intern:**

The On the Table Research Associate would be responsible for reviewing all the Take Action Worksheets that were formulated at this year's On the Table Greater Akron event on October 3rd and analyze the findings.

The intern will manage and organize raw data, scan forms, develop a template for data entry, enter data, and conduct analysis using qualitative software (NVivo). The intern will also collaborate with a Sociology faculty member and her Qualitative Methods Graduate Class in the Spring. The intern, with consultation from OTTGA, will produce a final research report.

The internship is $10/hr. for 130 hours. Criminology/Law Enforcement Majors can fulfill the internship requirement via this opportunity!
Project RISE is a collaborative effort by Akron Public Schools, local shelters, and the community to provide supplemental educational services to children and youth who are experiencing homelessness.

Description: We currently print a Street Card, which provides information to families about services in the Akron area. I have attached a copy of our street card for your viewing. The street card is divided into sections that include: Childcare, clothing, dental, medical care, educational, employment counseling, shelters, legal services, individual and family counseling, pregnancy services, meal sites, food pantries, Drug/Alcohol service, etc. Our street cards are distributed by community partners throughout the area and therefore reach individuals and families that are not connected with Project Rise.

Our dream is for our Akron Street Card/Resource Directory to be made into an app. The resources in the app also need to be easy to edit and change, as the information changes frequently. Our families would find it helpful to have the contact information for the services linked to a map app and call function. We have seen a need more than ever for multiple languages (including but not limited to: English, Spanish, Nepali, Karen, and Swahili) and have an audio feature in a few of these languages for people who speak but do not read the language. The language features are what would set our app apart from similar websites and tools. The addition of multiple languages is our main priority and driving force behind the project. It would also be helpful for app users to save services in their own “favorites folder.” A way to send push notifications would be appreciated but not required. Our goal is to launch the app by January 2019 in conjunction with the printing and release of our 2019 edition Street Card.

Responsibilities: Intern applicants are required to complete items 1-3, with the potential to pass the project to a new intern for the additional wish list items: 1. Digital formatting of our Street Card in App form *must be editable by our staff* 2. Linking phone number to call now feature, and address to a map app 3. Multiple language forms (Highest priority to Nepali, Karen, and Spanish) 4. Audio (click to hear feature) for Nepali, Karen, etc. 5. Favorites feature. 6. Push notifications feature.
South Akron Youth Mentorship is a faith-based, non-profit organization which was founded in 2011 with a mission to break generational poverty among youth age K-12th grades in East Akron. SAYM strategy includes mentoring, education, and work program initiatives. SAYM revenue is generated via donations, fundraising events, and grants. A key component of a successful fund-raising department, or development department is effective communication of “the message.” That is, what are you trying to do, why do you do what you do, and how do you measure the effectiveness of the organization’s efforts?

**Communications Strategy Intern:**

SAYM needs assistance in developing and executing a communications strategy which includes social and print media as well as power point presentations to support getting our message out to the targeted audience selected.

**Requirements:**
Marketing Knowledge
Social Media Experience
Copy Writing Experience is a plus!
Summit Artspace is a community art center bringing together in one location some of the best local artists, art education and arts organizations of the Greater Akron area. Summit Artspace is committed to building public awareness of the value of arts and culture to the quality of life and the local economy.

**Position:**

Identify, and coordinate, the artists and arts organizations in the Barberton area and facilitate the creation of an arts organization for Barberton.

**Duties:**

- Assist the Executive Director of Summit Artspace in the role of a leader in the development, vision, and growth of the Arts and Entertainment District in Barberton.
- Research successful Arts districts in communities of similar size and provide a best practices list to share with members of the Merchant Association of Barberton.
- Attend local meetings and events to understand the community and assist to identify what makes Barberton unique and what will serve as a focus point for the establishment of Barberton as an Arts and Culture destination.
- Assist with identifying the obstacles and barriers, obvious and perceived that keep Barberton and Akron separated and mutually misunderstood.
The primary purpose of this internship is to help more Summit County residents save money and further their financial goals through United Way of Summit County’s Volunteer Income Tax Assistance (VITA) program. VITA is an IRS-sponsored program through which volunteers are trained to provide free tax preparation services for low to moderate income households.

The intern will provide general operational support of the VITA program at the Akron Financial Empowerment Center (FEC). The intern will also work with the VITA Coordinator to improve upon the current mobile VITA program, which provides free tax services at select corporate and non-profit partners. This may include coordinating mobile sites, collecting/evaluating feedback from clients and corporate partners, and developing program improvements. The intern will be provided all necessary training to become a certified IRS tax preparation volunteer and site coordinator.

**Financial Planning Intern:**

20% of time spent on training on tax law and IRS regulations to become a certified IRS– tax preparer
55% of time will be spent at mobile sites
10% of time will be spent working at FEC VITA site
15% of time will be spent on program development
Urban Troubadour is a collective of area musicians creating concert events in urban spaces. It’s a cosmopolitan concert experience that includes multiple destinations for each event with food, drink, and sophisticated music. The intern’s social media knowledge will help us grow, sustain, and create a more diverse audience. The intern will also help with the complexities of set up, and the implementation of events in various locations.

**Social Media Marketing Intern:**

- Help maintain a social media presence for Urban Troubadour
- Offer ideas and help curate social media content
- Brainstorm and help implement marketing of Urban Troubadour events
- Contact print and broadcast media with event updates, seeking methods to showcase organization
- Pass out flyers and place printed materials in businesses around town
- Help with planning and execution of onsite concert events, including set-up on the day of (or during week before) each event
- Take tickets, greet audience, and oversee visitor experience at events

**Desired Skills and Attributes**

- Mastery of Social Media
- Creative thinker
- Excellent verbal and written communication skills
- Meticulous follow-up and attention to accuracy and detail
- Ability to work collaboratively with others
- Demonstrated ability to set goals and meet deadlines
- Comfortable with public events and gatherings
- Keen interest in the arts - classical or jazz music in particular - a big plus
- Best if you have own transportation to events, possibly to help to transport equipment, but we can work with your circumstances
Internship Description: Child & Family Engagement Specialist

Professional development opportunity for college students who enjoy children and are passionate about helping them succeed in school and in life. Great opportunity to obtain experience working with children, community partners, and families and contributing to programmatic research. Must be reliable, punctual and organized to assure smooth program delivery.

Assists staff in afterschool programs for elementary school children
Helps create an environment where all participants feel like they belong
Encourages regular school and program attendance
Talks with the children about the importance of school and helps them understand that good academic performance equals more choices in life
Tracks student level data to monitor attendance and academic performance
Assists in monitoring classroom behaviors and implementing behavior management strategies under the guidance of Child Guidance and Family Solutions
Helps staff develop and implement parent engagement strategies
Complies with all ODJFS state licensing guidelines and requirements
Attends required meetings and training sessions
Maintains a professional demeanor and appearance
Accepts additional responsibilities as needed

Deliverables:
The children feel they belong and have good relationships with the adults and other children in the program
Children come to appreciate importance of attendance and academic performance
Contribute to gathering of data on student attendance and academic performance

Location of Internship: On site with children at one of our Akron Public School afterschool programs from 2:30 to 5 PM two days a week for a total of 100 paid hours. Additional volunteer hours to complete UA internship requirements negotiable. Intern’s schedule will help determine specific days and times for working as well as any meetings and trainings.