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 to get a current list of our available internships
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/1FAIpQLScyA4M5hhKxPgfl_dh7ntAMdSFzwNh4iiakJUe3sq9HpRGrtA/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; 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 with the internships that interest you.
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](mailto: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: internationale@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.
ARTS NOW

RIVER IN THE CITY - INTERNSHIP & VOLUNTEER MANAGEMENT

INTERN WANTED:

River in the City is an opportunity for the City of Cuyahoga Falls to embrace its new Plan for Public Art by leveraging local and national talent to create excellent art and engagement along Front Street and the Cuyahoga River.

Through community engagement, a deeper understanding of the history of the region, and artistic interpretation, two installations will be created downtown. The outcomes are driven by and with the community of Cuyahoga Falls.

Students will support Phase I of this multi-year effort.

Partners include:
- City of Cuyahoga Falls (Grant recipient)
- Collide Cuyahoga Falls (Communication Support)
- Curated Storefront (Project Manager)
- ArtsNow (Project Support)

Internship Responsibilities
- Active and consistent communication with team partners and volunteers
- Logistics and timeline management
- Artist support in collaboration with and guidance from the project management team
- Attend team meetings as organized by the project management team
- Learn about Federal grant funding requirements and guidelines
- Serve as a thought-leader in determining communication strategies
- Other duties as assigned

A Cover Letter/Letter of Interest should be included with your Resume and Faculty Recommendation when submitting the application/Student interest form.
SUMMIT ARTSPACE
COMMUNICATIONS AND PUBLIC RELATIONS INTERN

INTERN WANTED

Summit Artspace is seeking a part-time Community Engagement Intern to assist with communications and public relations on behalf of the organization. This internship is ideal for a student interested in working in marketing, communications, and/or arts administration but is open to all students who have an interest in the arts and are looking to develop professional skills.

Responsibilities include:

- Assist with website content management including building resident artist profiles, updating the online store, and writing blog posts
- Update events and public programming to online directories as needed (Facebook, Downtown Akron Partnership, Summit Live 365, etc.)
- Take photos and videos for social media, and write/edit social media posts as needed
- Develop a TikTok account for Summit Artspace, and generate content for Summit Artspace's YouTube channel
- Maintain and expand Summit Artspace's media list
- Assist Community Engagement Coordinator and Graphic Designer with development of Summit Artspace's Standards of Style
- Track Summit Artspace's key metrics on social media to help refine marketing techniques and align with the organization's strategic plan

Hours per week: 10
Hybrid (in-person and remote as appropriate)
INTERN WANTED

Long recognized among the community’s cultural landmarks, the Akron Civic Theatre has a rich and spectacular history. It has provided the community with a venue for a quality entertainment and live performances for over ninety years.

The ideal candidate for this position is detail-oriented with strong writing and communication skills; is able to work in a fast-paced environment; multi-task; and has a passion for theater and fundraising. An arts administration background is a plus, but not necessary.

Responsibilities:
Communication
- Assist in refreshing current donor communications and answering donor inquiries.
- Assist with donor mailings, including Annual fund campaigns, CivicGo! membership campaigns, Business membership campaigns, and Invitations to special events
- Work with the Development Managers to draft and distribute thank you letters.

Donor Stewardship
- Work with staff to fulfill member and donor benefits, including membership packets and concierge services.
- Assist in updating and maintaining donor information in eTapestry donor software.

Events and Special Projects
- Provide special event support as needed during donor events and theater events, including Donor Appreciation Party, Pre-show Pop-Up Donor Events, President’s Dinner, and Special Day at the Civic
- Staff membership table during special theater events and educate patrons on becoming CivicGo! members.
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.
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

TomTodd 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 and pursue excellence at engaging students in a variety of settings.
AKRON COUNCIL OF ENGINEERING AND SCIENTIFIC SOCIETIES [ACCESS]
COMMUNICATIONS & SOCIAL MEDIA INTERN

INTERN WANTED

ACESS is seeking a Communications & Social Media Intern who will be responsible for the following job duties:

Job duties for Social Media Intern
- Participate in the current update process and maintain the organization’s website
- Assist and help create a plan for social media strategies Increase followers on relevant social media websites such as LinkedIn
- Assist in the growth of ACESS by raising awareness via posting through various social media platforms
- Interact with followers by communicating and answering questions through the company's social pages
- Record and distribute minutes of the ACESS Board Meeting
- Update and organize the addition of systematic retrieval of archives to the website

Qualifications for Social Media Intern
- Knowledge of WordPress or other website content management systems
- Familiar with multi-social posting through relevant programs
- Comfortable with working with Microsoft Office and/or similar software
- General knowledge of Search Engine Optimization and internet ranking for web content
- Entry-level experience determining how to cater unique marketing campaigns to a unique audience
- Entry level understanding of marketing strategy and how to use the concepts throughout various forms of outreach
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.
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 or by calling 330-374-5657.
INTERN WANTED:

Summit Education Initiative (SEI) is an Akron-based nonprofit collective impact organization working to promote personal and regional prosperity through educational attainment. Their vision is to prepare all student graduates for success in their chosen career pathway.

They are seeking a student intern to manage student data activation and parental authorization in a cloud-based student database management system for their Out of School Time (OST) Data Portal. The intern will work on the incorporation/architecting of digitization of paper-based parent consent forms for Out of School Time Providers/Organizations accessing the student information through the OST Portal.

During the internship, the student will,

- Assist the Network Facilitator of Programs and Partnerships with the existing system of parent consents and activating students in the portal.
- Collaborate with Data Manager and independently work on Applications and Reporting.
- Identify, build and test the appropriate procedure to securely digitize the existing system of parental authorization for students and families served through the Out of School Time Organizations.

Students should have a basic understanding of workplace IT systems and cloud-based data management systems. Basic familiarity with FERPA guidelines is preferred but not required. The student will be undergoing FERPA training upon joining the SEI team.
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)
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 are seeking an energetic intern who can assist in carrying out upcoming summer programs and provide research and logistical support.

Responsibilities include:
- Provide overall research support to Development Associate on creative placemaking and creative initiatives of NACDC.
- Assist with grant writing, creation of assessment, and manage data for fundraising needs.
- Help update the NACDC website periodically.
- Attend staff meetings with the Development Team (as necessary).

Requirements:
- Ability to learn and work with diverse communities.
- Excellent writing and oral communication skills.
- Complete all assigned tasks by deadlines.
- Detail-oriented and able to work independently.

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