AKRON COMMUNITY INTERNSHIP PROGRAM

$1,000 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
INTRO TO INTERNSHIPS
$1,000 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 your resume.
   https://forms.gle/BAYpZicopcfhpMVn7

   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.
AKRON AREA YMCA
THRIVE MEDIA AND MARKETING ASSOCIATE

INTERN WANTED:

The Akron Area YMCA position is a unique and exciting professional development opportunity for an individual who is interested in video production, marketing, and media. Under the direction of the Youth Development Coordinator, the Media and Marketing Associate will film, edit and create video lessons, promotional videos, and other media supporting THRIVE and other Youth Development programming at the Akron Area YMCA. The ideal candidate is reliable, organized, able to work independently, and supports the YMCA’s commitment to youth development.

ESSENTIAL FUNCTIONS:

- Film lessons and highlights of the THRIVE program at Akron Area YMCA branches and other assigned sites.
- Edit film to create video lessons for the THRIVE YouTube channel.
- Edit film to create highlights and promotional videos for the Youth Development Program.
- Upload videos to various websites as required.
- Assist Youth Development Coordinator with the development of script and video content.
- Strictly adhere to confidentiality rules and student release permissions.
- Attend required meetings and training sessions.
- Maintain a professional demeanor and appearance.
- Accept additional responsibilities as needed

EXPECTED OUTCOMES:

- High-quality promotional videos and video lessons.

Applications can be submitted via Handshake.
AKRON AREA YMCA
THRIVE PROGRAM EVALUATION ASSOCIATE

INTERN WANTED:

The Akron Area YMCA position is a unique and exciting professional development opportunity for an individual who is interested in data collection and evaluation to demonstrate the effectiveness of youth development programming. Under the direction of the Youth Development Coordinator, the Program Evaluation Associate will track program attendance and student-level school data. The ideal candidate is reliable, organized, able to work independently, and supports the YMCA’s commitment to youth development.

ESSENTIAL FUNCTIONS:

- Attend Summit Education Initiative’s (SEI) Family Educational Rights and Privacy Act (FERPA) Training to be eligible to access student-level school data
- Assist Youth Development Coordinator with daily operations of THRIVE Program
- Collect, record, and track program attendance at summer campsites
- Coordinate obtaining parental consent for their child’s school records to be shared
- Upload parent consent forms in the SEI portal
- Upload student rosters in the SEI portal
- Track participant school attendance on a weekly basis and share data with the Youth Development Coordinator
- Strictly adhere to confidentiality rules relative to student-level school data
- Assist in identifying students to highlight and work with staff to collect their success stories
- Attend required meetings and training sessions
- Maintain a professional demeanor and appearance
- Accept additional responsibilities as needed

Applications can be submitted via Handshake
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 programs that interconnect public art, economic development, and community empowerment.

Responsibilities include:
- Provide art and design support for NACDC operations and programs.
- Attend weekly meetings with the Development Team and biweekly staff meetings (as necessary).
- Take an active role in community arts and design (e.g. welcoming window displays for local businesses; inclusive branding for NACDC sub-organizations like NoHi and NoTique).

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

Internship Dates: June 14, 2021 – August 13, 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:
- Support NACDC’s summer programming needs for: ‘Interconnected Liberation’ (Two-Day celebration of Juneteenth and World Refugee Day); North Hill Concert; North Hill Movie Nights
- Attend weekly meetings with the Development Team and biweekly staff meetings (as necessary).
- Provide research and organizational support to the Development Associate (including grant writing and fundraising needs).

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.

Internship Dates: June 14, 2021 – August 13, 2021 (flexibility on the number of hours per week and scheduling)
DOWNTOWN AKRON PARTNERSHIP
ENGAGEMENT AND EVENTS ASSISTANT

INTERN WANTED:

Downtown Akron Partnership's mission is to promote and build a vibrant and valuable downtown Akron area. Downtown Akron Partnership is seeking an intern to work with the Director of Engagement and Events to facilitate public space activations in downtown Akron. This work includes program facilitation (virtual and in-person), events scheduling, residential outreach, public space and life surveys, and space evaluation, filing permits, and managing contracts.

Key responsibilities and accountabilities:
- Set up/takedown of events
- Update of web events calendar as needed
- Monitor/record data in public spaces and during events
- Monitor health regulation compliance during events
- Assist Director of Engagement and Events with the processing of paperwork and event preparation as needed
- Attend meetings with partners as needed

Qualifications:
- Ability to thrive in a fast-paced environment
- Great customer service skills
- Comfortable working independently
- Comfortable speaking to groups

Preferred:
- Ability to ride a bicycle
- Experience leading tours

Schedule:
- Start Date - As soon as possible
- Hours will include evenings and weekends.
- End Date - September 30, 2021, unless otherwise decided by candidate and Director of Engagement and Events.
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 to 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, 2021 (some flexibility permitted here) - August 18th, 2021
SUMMA HEALTH COMMUNITY RELATIONS AND DIVERSITY DIVISION
EXTERNAL COMMUNICATIONS INTERN

INTERN WANTED:

Summa Health Community Benefit and Diversity Division addresses health disparities and other community needs as well as raises awareness of healthcare issues and the communities it affects. They are seeking an external communications intern to assist with research, website design and communications plan development.

Responsibilities include:

• Assist the Summa Community Relations and Diversity Department with content, research and support for anti-racism, diversity, equity and inclusion webpage and the Summa Stands with our Community action plan initiatives.

• Assist the Summa marketing team to generate and implement website design and content of two department webpages below;
  - https://www.summahealth.org/empowerment

• Work with the Summa Marketing team and assist with research to ensure content for webpage is applicable

• Assist in developing a 2021 communications plan for community partners and members.