2026 GCP SUMMER INTERNSHIP PROGRAM

Greater Cleveland Partnership
Internship Position Description

INTERNSHIP TITLE: Communications and Project Intern

GCP TEAM: Equity and Inclusion

REPORTS TO: Christian Ward – Director, Equity and Inclusion

FLSA CLASSIFICATION: Hourly Non-Exempt

DATES OF INTERNSHIP: June 1st – August 7th, 2026 (10-weeks)

POSITION SUMMARY:
The Equity and Inclusion Communications and Project Intern will be responsible for providing program support to the GCP E&I Team by assisting in the planning, preparation, and implementation of the Culture Matters Conference and crafting compelling stories to tell through social media.

The desired goal of the position is to assist in the successful execution of the Culture Matters Conference and elevate our storytelling ability on social media.

ESSENTIAL FUNCTIONS:

Function	Percentage of Internship
▪ Culture Matters Conference: Assist with breakout session and keynote speaker logistics and communications, Luncheon & Amplify Inclusion Awards (facilitate selection process, communication with winners, order awards and marketing announcements)	40% of time
▪ Help capture, storyboard, and communicate Best In Class stories of organizations to learn more about successes and challenges when building a workplace culture where people can thrive.	30% of time
▪ Assist with Inclusive Opportunities strategy related presentations, events and/or meeting logistics and preparation	25% of time
▪ Adminstrative duties as assisnged, i.e. data entry, filing, copying	5% of time

LEVEL OF STUDY

- **Minimum Level of Study:** Undergraudate Student and/or Graduate Student for the 2026/2027 school year

COURSE OF STUDY:

- **Preferred Courses of Study:** Business, Human Resources, Marketing, Industrial-Organizational Psychology, or related field

SKILLS AND INTERESTS:

- Must have a strong interest in event planning and/or 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 at minimum Word, Excel, and Outlook
- Must be able to work occassional off hours (outside of 8:30 a.m. – 5:00 p.m.)