

**Slavic Village Development**  
**5600 Broadway Ave, Cleveland, OH, 44127**  
**Job Description Intern, Spring 2022 (January-June)**  
**Paid \$13.50/hr, 20 Hrs/Week**



### **Slavic Village Development Overview**

Slavic Village Development is the Community Development Corporation which serves the Broadway Slavic Village neighborhood, a five-square mile area of 22,000 Clevelanders. We are a forward-looking, service-driven organization which honors our neighborhood's resiliency, diverse cultural heritage, and inclusiveness. We are committed to building a community defined by its high quality of life, unique identity, and healthy and active living. SVD is an equal-opportunity employer.

### **Description**

Slavic Village Development is seeking a Marketing Intern with the diverse skills set and flexibility to work on implementing a variety of projects for Slavic Village Development. The Intern will be responsible for creating compelling content and report to the Director of Business Recruitment and Development.

### **Core Responsibilities**

- Write daily social media posts for Slavic Village ReDiscovered and Slavic Village development
- Contribute to website and Slavic Village E-newsletter content development
- Assist with basic graphic design for flyers, website materials
- Assist in coordinating various marketing methods including direct mail, print ads, and social media
- Coordinating and assisting with Slavic Village sponsored events
- General office duties as assigned

### **Skills and Qualifications**

- Pursuing a Bachelors or Masters degree in planning, public administration, nonprofit management, public relations, or an urban studies related field
- High level of proficiency with Facebook, Instagram, Twitter and LinkedIn
- Exceptional and responsive written, oral, and interpersonal communication skills
- Detail-oriented and organized
- Ability to work in a fast-paced environment
- Some professional work experience
- Critical thinker and problem solver
- Adobe Suite (Indesign, Photoshop, Illustrator) capabilities preferred
- Experience with WordPress, Canva and MailChimp preferred
- Passion for community development in Cleveland

Submit cover letter and resume to Marilyn Mosinski at [MarilynM@slavicvillage.org](mailto:MarilynM@slavicvillage.org)