



The **PRESIDENTS' COUNCIL**

AN ENGINE FOR BLACK BUSINESS GROWTH

PC Scholars Internship

Supervisory Responsibilities: N/A

Contacts: Internal & external clients

FLSA Status: Intern

Hours: 15-20 hours per week required

The Presidents' Council, located in downtown Cleveland with convenient access to public transportation, *supports, develops, and advocates* for our region's current and future generations of African American entrepreneurs and leaders. Acting as a catalyst for inclusion, The Presidents' Council *Supports, Develops, and Advocates* for our region's current and future generations of African American entrepreneurs and leaders for sustainable wealth creation through *The Presidents' Council Investor's Group, The Presidents' Council Foundation, The Presidents' Council Business Chamber, and The Presidents' Council Political Action Committee*: affecting influence and accountability at ALL levels that directly impact African American businesses and the communities we serve.

Key Responsibilities:

- ✓ Provide support to program staff on special projects and day-to-day operations.
- ✓ Follow up with instructors and community leaders for program sessions, meetings, and events.
- ✓ Assist in ensuring instructors and participants have the support they need and are set up for success in program sessions and events.
- ✓ Assist with special event planning as well as attend these events (1 to 2 times a month)
- ✓ Help coordinate and assemble fundraising mailings (addressing, folding, stuffing, sealing and stamping of mass mailings).
- ✓ Assist with general office tasks (filing, copying, organizing digital photos, mail, etc.) as needed.
- ✓ Create, enter and edit data in Excel databases.
- ✓ Confirm attendance for program sessions, meetings and special events.
- ✓ Assist with ad hoc research and communications projects
- ✓ Assist with program recruitment efforts
- ✓ Assist program coordinator connect with PC Scholar Alumni
- ✓ Website and database management
- ✓ Other tasks as assigned.



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Key Attributes:

Communication Skills: interns are friendly, engaging and able to establish communication in an appropriate manner. Interns are people who are in partnership with, and in authentic communication with staff, and professionals and non-professionals at all levels.

Team Work: interns have the ability to work in a small team as well as be independent enough to work on projects individually. Attention to detail is very important given that we have multiple programs functioning at all times. Interns work well with others and are able to take initiative while remaining accountable to The Presidents' Council Foundation policies.

Resilience: interns demonstrate commitment and reliability whilst remaining flexible and sensitive to a given situation. They remain calm under pressure and can give and accept constructive criticism without becoming defensive.

Outlook: interns demonstrate a generous and positive outlook. They are self - confident and enthusiastic. Interns are open to learning from PCF staff as well as developing mutual interests. They are able to relax and have fun while still maintaining a high level of productivity and professionalism.

Confidentiality: interns respect the confidentiality of information shared within the organization whilst remaining accountable to The Presidents' Council Foundation policies.

Reports to:

- Direct Management by PC Scholars Coordinator
- Overall accountability to Executive Director

Length of Service:

- Determined by project

Requirements:

- High School Student (preference given to PC Scholar)
- College Degree (Associates, Bachelors, Graduate); or
- Enrolled in 2 – year or 4 – year college/university in good academic standing



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Qualifications:

- ✓ Self-motivated, entrepreneurial, extroverted individual with strong relationship and organizational skills
- ✓ Proven history of achievement.
- ✓ Strong communication and presentation skills.
- ✓ Ability to thrive in a fast pace environment.
- ✓ Willingness to assist with a variety of tasks and able to work both independently and collaboratively.
- ✓ Eager to help the PC Scholars learn and gain valuable real-world experience.
- ✓ Proficient with Excel, PowerPoint, Outlook, WordPress, Constant Contact and other common office systems.
- ✓ Proficient in utilizing social media in a business setting
- ✓ Experience creating posting for social media, FB, Snap Chat, Twitter

Compensation

Internships may be **paid** or **unpaid positions**; and may be eligible for credit hours through college or university programs. This position will provide fantastic and valuable experience for anyone that has career interest in nonprofit management, social media and communications, business, and becoming an entrepreneur. As well as exploring career options. You'll work in a fun, professional and exciting environment that will provide strong challenges with great experiences.

This job description may be changed to include new responsibilities and task or change existing ones as management deems necessary. Any changes or updates will be communicated by management.

Print Name

Date

Signature

Date

1/8/2020