



## OPEN POSITION:

Position: Administrative Intern  
Reports to: Executive Director  
Salary: \$2,500 stipend  
Benefits: N/A  
Status: Part-time  
Location: Cleveland, Ohio

### **About the Cleveland Transformation Alliance:**

In late 2011, Cleveland Mayor Frank Jackson charged the Cleveland Metropolitan School District, the philanthropic sector, the business community and representatives of the charter sector to develop a plan to fundamentally reinvent public education in Cleveland. *Cleveland's Plan for Transforming Schools* was presented to Ohio's governor and legislative leadership in February 2012.

The plan detailed Cleveland's proposed transition from a traditional, single-source school district to a new performance-based system of district and charter schools that work in partnership to create dramatic student achievement gains for every child. It is built upon growing the number of excellent schools in Cleveland, regardless of provider, and giving these schools autonomy over people, time and money in exchange for high accountability for performance. The goal of the Cleveland Plan is to ensure every child in Cleveland attends a high-quality school and every neighborhood has a multitude of great schools from which families can choose.

The Cleveland Transformation Alliance will support this work by:

- Ensuring fidelity to the citywide education plan
- Assessing the quality of all district and charter schools in Cleveland
- Communicating with parents about quality school choices
- Monitoring quality of the charter sector

### **Administrative Intern Position:**

Cleveland Transformation Alliance (CTA) seeks an energetic person to engage with our staff, board, and contractors. The Administrative Intern will be asked to work with the next Executive Director to help organize the office, perform data entry, and engage in other administrative functions such as communicating with the public by electronic communication and phone. The Administrative Intern will be considered an important member of the CTA team, and may be called upon to help with other administrative tasks.

### **Responsibilities:**

- Work with Executive Director to move and organize office assets
- Create an inventory of office assets, and files
- Organize electronic files
- Assist in instituting and updating a relationship database
- Assist efforts to grow the organization's social media profiles and email lists
- Assist in creating content for organizational newsletters, brochures, and other educational materials
- Assist in updating website content
- Other duties as needed to support the Executive Director

### **The ideal candidate will possess the following qualities and skills:**

- Excellent oral and written communication skills

- Experience in Microsoft Office
- Excellent organizational skills, attention to detail and strategic thinking
- Working toward a post-secondary degree