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Programs Committee Chair

December 2, 2019

Contact: Melanie Kortyka, ClevelandULI@gmail.com
Urban Land Institute Cleveland

Urban Land Institute Cleveland | Event Management Internship

Develop your event planning, project management, marketing and logistics skills with the most exciting and dynamic real estate and land use organizations in the world.

About the Organization

The Urban Land Institute Cleveland is a 501(c)3 non-profit membership-based organization, which provides leadership in the responsible use of land and in creating and sustaining thriving communities worldwide. ULI examines land use issues, impartially reports findings, and convenes forums to find solutions to complex land use problems, collaborating with industry and stakeholder groups worldwide. ULI advocates better land use planning, better growth patterns and better development to improve the overall quality of life in our communities.

ULI Cleveland is working to coordinate a 21st Century focused program in October 2020. This internship position will be focused on supporting the ULI Cleveland manager to for prepare and execute this program.

Event Intern Roles & Responsibilities

Event interns report to the ULI Cleveland Manager. Interns assist with all facets of event planning including general event production, project management, coordinating volunteers, entertainers, artists, as well as organizing logistics of designated event areas. This individual will assist with event marketing & outreach.

Minimum Qualifications

Candidates must possess strong project management skills, written and verbal communication skills, excellent organizational skills, strong maturity and dependability, and ability to follow detailed instructions. Candidates must be able to multitask in a fast-paced event environment.

Desired degree programs include: Hospitality Management, Business Administration, Communications, Urban Planning, Real Estate

Applicants must demonstrate their ability to meet these minimum requirements in order to be considered as candidates:

- Have availability for a minimum of 15 hours per week

- Have availability for this schedule of events:
 - Monthly Advisory Committee Meetings, typically from 8-10 am
 - Subcommittee meetings, typically from 8-10 am
 - Special Event, October 2 2020
- Must have a laptop to bring to work
- Must have reliable transportation
- Must have completed at least 4 semesters or six quarters of a bachelor's program

This position will work out of the coworking space known as Beauty Shoppe. This space is located at 2529 Detroit Road. Typically office hours are 9am-5pm with the exception of special events and meetings.

Compensation

Interns will either receive a monthly stipend at the conclusion of each month worked in the internship or will receive class credit through CSU.

Application Instructions

Interested applicants should send a resume and cover letter to Cleveland@uli.org with the subject: ***Urban Land Institute Cleveland Internship – Your Name by January 17, 2020. No calls will be accepted.***