



Maximum
Accessible
Housing of
Ohio

1725 East 115th Street
Cleveland, OH 44106
P: 216.231.7221
TTY: 711
F: 216.231.8008
www.mahohio.org



Cotman Vistas
Lake Vistas
Meadow Vistas
Pine Tree Vistas
Sheffield Vistas

Anderson Center for Accessible Living

Marketing and Communications Intern

Summer 2022

Maximum Accessible Housing of Ohio is a non-profit organization in the Cleveland area that provides and promotes fully accessible housing for people with physical mobility disabilities. The Marketing and Communications Internship is ideal for college students interested in learning non-profit communications, marketing, and resource development.

This internship is a paid position for 20-30 hours a week from June to August; start and end dates flexible, with the potential for continued employment. Pay range is \$12-15 per hour. There will be some local travel with the primary work conducted from home and at our main office in the University Circle neighborhood of Cleveland.

Internship responsibilities include:

- Develop and distribute marketing materials for program activities and fundraising events.
- Manage and produce content for social media platforms.
- Assist fundraising staff in a range of activities, including planning events and soliciting donations. Upcoming events include small fundraisers and large anniversary fundraiser.
- Update donor and supporter database.
- Assist in updating and developing MAHO web sites.
- Organize and file marketing and fundraising materials and information.
- Assist administrative staff with other marketing and development activities as requested.

Necessary skills and experience:

- Current undergraduate or graduate student
- High sense of professionalism and organization
- Strong written and oral communication skills
- Computer proficiency, including Microsoft Office and Internet
- Experience with social media
- Ability to work with a diverse group of people

Please send cover letter and resume to Beth Glas, Executive Vice President, at bglas@mahohio.org by May 31, 2022. Include "Marketing Internship" in subject line.