



3311 Perkins Ave. Suite 100
Cleveland, OH 44114
216.524.6580
cuyahogawcd.org

CUYAHOGA SOIL & WATER CONSERVATION DISTRICT JOB DESCRIPTION (Events & Communications Intern, PART-TIME)

POSITION TITLE: Events & Communications Intern (Part-Time)

REPORTS TO: Communications Director

STATUS: Part-time, Temporary, Unclassified, Non-exempt

WORKING HOURS: 24 hours/week, includes ~50% of weekends. Approximately May – August 2026

WORK LOCATION: Cuyahoga Soil & Water Conservation District- 3311 Perkins Ave., Suite 100, Cleveland, OH 44114 (includes community events throughout Cuyahoga County and limited remote work flexibility)

COMPENSATION: \$17.00/hour; commensurate with experience

JOB SUMMARY: The Part-Time Events & Communications Intern works collaboratively with Cuyahoga SWCD's experienced and passionate outreach team to staff community and partner events, develop interactive and engaging display materials and activities, assist staff with workshops and provide communications support including web site and social media content creation.

JOB DUTIES & RESPONSIBILITIES:

- Staff Cuyahoga SWCD table display at community and partner events throughout Cuyahoga County, including evenings and weekends.
- Work with District staff to develop new display materials and activities to engage various audiences including print, video, and on-line content.
- Assist staff with the coordination and delivery of community workshops and presentations (for example: rain barrel workshops, Master Rain Gardener, teacher workshops).
- Work with Communications Director to develop web, print and social media content.
- Maintain timesheets and event reporting data.
- Other duties as assigned



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PREFERRED SKILLS & QUALIFICATIONS:

- This position requires the ability and willingness to work evenings and throughout Cuyahoga County.
- Coursework or experience in communications, marketing, journalism/media or a related field
- Passion for the environment, sustainability and environmental justice in Cuyahoga County
- Strong oral and written communication skills
- Ability to deliver accurate, timely and professional customer service, externally and internally in a manner that heightens the District's credibility and visibility
- Ability to work independently to organize, prioritize, adapt to change, and handle multiple assignments
- Ability to meet deadlines and possess a high degree of accuracy
- Ability to work both independently and as part of a team in a shared/open office environment
- Must be able to operate a motor vehicle, possess a valid driver's license, be insurable to operate government owned vehicles
- Able to work in variable weather conditions, traversing uneven terrain
- Able to lift 50 pounds
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook)
- Experience with Canva, Adobe Suite or other graphic design software

TO APPLY:

Email resume and cover letter to jbartley@cuyahogaswcd.org by 5:00pm on February 27, 2026.