



# CPL Ohio

Developing the Next Generation of Progressive Leaders



## **CENTER FOR PROGRESSIVE LEADERSHIP – PAID INTERNSHIP OPPORTUNITY!!**

Launched in 2008, the Ohio office of the Center for Progressive Leadership's mission is to building diverse leaders who can effectively advance progressive political and policy change in the state. We are looking for motivated interns with a sincere interest in helping us achieve our goals.

### **Responsibilities:**

- Office management, including organizing files and documents
- Communication with public, including answering the phone and responding to emails, as well as development and distribution of CPL publications
- Supporting the Program Manager with coordination of program responsibilities
- Supporting the Outreach Manager with community building and events

### **Skills Needed:**

- Well organized and self-motivated
- Comfortable in diverse settings and diverse communities
- Training/experience in office management skills, program administration, publication development, and public relations are all a plus

### **Benefits:**

- \$875/month
- Experience in leadership development, politics, and progressive movement
- Building a strong network of resources and contacts in Ohio politics

### **Timeframe and Scheduling:**

- September-December 2008 & January-March 2009 (full year option if interested)
- 15-20 hours per week, flexible based on schedule
- Position is open until filled

### **To submit resume and cover letter, or for questions, please contact:**

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More information on CPL Ohio please visit [www.progressiveleaders.org/ohio](http://www.progressiveleaders.org/ohio)