



**Please reply to:**

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## **Internship Overview**

### **1. Organization**

One Step Ahead Ohio (OSAO) is a 501(c)(3) non-profit organizations that serves and inspires organizations, family, and individuals across Northeast Ohio to assist in the growth, support, and future of the individualized community needs.

One Step Ahead Ohio (OSAO) is a home-grown non-profit deeply rooted in serving the communities of Northeast Ohio through Positive Acts of Kindness (PAK) as well as advocating for the value of early education for skilled trade workforce development. OSAO hosts several annual fundraising opportunities providing adaptable donations, developmental grants, and scholarships towards communities across Northeast Ohio.

### **2. Internship Title**

- a. Intern Ambassador

### **3. Internship Overview**

The OSAO intern will be a crucial member of the team by proposing new ideas, networking with members of the community, and planning a major annual fundraising event. The OSAO intern will have an opportunity to get hands-on experience with overseeing a large-scale event supporting our Skilled Labor Foundation, managing funds appropriately, being the brain and heart behind an event that will impact Northeast Ohio for years to come.

### **4. Job Description**

- a. \$1000 Stipend Spring Semester 2024
  - o \$500 paid after week 7, \$500 paid after week 15
- b. Flexible Scheduled
  - o Remote Work
  - o Estimated 10-15 Hours Weekly Per Semester Average
- c. Option to Renew Contract & Compensation for Fall Semester 2024
- d. Education Level
  - o Junior, Senior or Grad Student

**5. Internship job responsibilities**

- a. Research and prepare a proposal defining purpose, event agenda concept, and anticipated outcomes for a non-profit event and present it to OSAO Executive Director board and Skilled Labor Advisory Board for funding approval
- b. Create an event master plan to include timelines, logistics, and estimated budget
- c. Initiate and secure partnerships with venues, suppliers, vendors, sponsors and other stakeholders
- d. Support marketing by offering ideas and feedback

**6. Qualifications**

- a. Ability to complete predetermined responsibilities on days, nights and occasional weekends.
- b. Background or experience in event planning, hospitality management, business, social work
- c. Nonprofit major or minor preferred, not required

**7. Skills & Attributes**

- a. Have an interest in one or more of the following areas: event planning, hospitality management, business, social work
- b. Currently enrolled at an accredited college or university in Northeast Ohio
- c. Excellent organizational and project management skills, with the ability to multitask and meet deadlines
- d. Strong attention to detail and problem-solving abilities
- e. Ability to communicate status of timelines, projections, and funding
- f. Seeking and securing sponsorships for event donors, sponsors, & guests would be a plus
- g. Have a growth & entrepreneur mindset!

**8. Does this position require US work authorization**

- a. Yes

**9. Supervisor/contact person**

- a. Joe Manofsky, President, [joe.manofsky@1-stepahead.org](mailto:joe.manofsky@1-stepahead.org), 330-406-8824

**10. How should applicants apply**

- a. Fill out "Ready to Apply?" form on website: [www.1-stepahead.org/internship](http://www.1-stepahead.org/internship)
- b. Follow post application instructions to submit resume.



**Joe Manofsky**  
President | Co-Founder



**Mark Fiest**  
Vice President | Co-Founder