

INTERN (Non-Exempt)

About the Columbus Partnership

The Columbus Partnership is a nonprofit organization of CEOs from Columbus' leading businesses and institutions. Through our membership and other ally organizations across Central Ohio, the Partnership upholds a shared vision to make Columbus the most prosperous region in the country.

The Columbus Partnership also includes One Columbus, one of the nation's top economic development teams that serves the 11-county Columbus Region; and Smart Columbus, a civic innovation lab that advances what is new and next at the intersection of technology and community good.

Can you imagine Columbus as the most prosperous region in the United States, where more and more people are able to improve their economic and social well-being? We do, every day.

The Internship

This internship offers the opportunity to contribute within a dynamic, collaborative environment where teamwork and cross-functional partnership are essential to success. Interns engage with colleagues across departments, gaining exposure to a variety of projects and perspectives while supporting work that advances the region and the broader mission of the team.

The environment is fast-paced, with shifting priorities that create opportunities to take on new challenges and gain exposure to different types of work on a regular basis. Contributions made through this role directly support efforts that help move the region forward while strengthening the organization's overall impact.

Interns take ownership of assigned tasks while also contributing ideas and perspectives to team discussions. The experience is designed to build professional skills through hands-on work aligned with individual interests and career goals, with opportunities to explore different functional areas and tailor the internship experience based on strengths and development interests.

Available Internships

There are several internships open and available for applications. Find role descriptions below:

- **Engagement Intern**

Reports to: Administrative and Engagement Coordinator

The Role: In this role, the Engagement Intern supports the planning and execution of stakeholder events and programming that strengthen relationships with partners, stakeholders and community members. Responsibilities include coordinating event logistics, supporting vendor management, crafting invitations, tracking attendance and preparing meeting materials to ensure seamless execution. Responsibilities also include maintaining accurate member and investor data, participating in content planning and supporting ticket distribution for community and partner events. This role offers exposure to event strategy and full lifecycle event logistics from planning through execution in a collaborative, fast-paced environment.

- **Finance and Administration Intern**

Reports to: Controller

The Role: In this role, the Finance and Administration Intern supports financial operations that contribute to the organization's overall performance and sustainability. Responsibilities include assisting with expense tracking, financial reporting and budgeting processes, ensuring accuracy and attention to detail across all financial activities. Responsibilities also include supporting the maintenance of financial records and systems to ensure data integrity and provide insights that inform decision-making. This role offers exposure to financial planning and analysis, organizational operations and cross-functional collaboration within a mission-driven environment.

- **Office of the CEO Intern**

Reports to: Executive Assistant

The Role: In this role, the Office of the CEO Intern supports the day-to-day operations and strategic priorities of the Office of the CEO, helping ensure effective coordination, communication and execution across the organization. Responsibilities include assisting with meeting preparation, scheduling and logistics, preparing briefing materials and presentations and supporting special projects and initiatives led by the Office of the CEO. Responsibilities also include conducting research, organizing information and coordinating with internal teams and external stakeholders to support executive priorities. This role offers exposure to executive leadership, organizational strategy and cross-functional collaboration while providing a unique perspective into the operations and decision-making of a mission-driven organization.

Skills and Qualifications

- Demonstrates strong analytical and problem-solving skills, with the ability to interpret data and contribute to actionable insights.
- Exhibits effective organizational and time management skills, with the ability to manage multiple priorities in a fast-paced environment.
- Supports the management and maintenance of databases with a high level of accuracy and attention to data integrity.
- Brings a positive, collaborative approach with a proactive mindset and an interest in current events and the growth of the Columbus region.
- Effectively manages multiple deadlines, priorities and projects within a team-oriented setting.
- Approaches assignments with confidence while seeking opportunities to improve processes and outcomes.
- Maintains a strong attention to detail across tasks and deliverables.
- Demonstrates clear written communication and proofreading skills.
- Shows the ability to quickly learn and adapt to new tools, technologies and systems.
- Exercises sound judgment, maintains professionalism and handles confidential information with discretion.
- Demonstrates flexibility and a willingness to take on new tasks and responsibilities as assigned.

Schedule and Workplace

- 15-30 hours in office per week, for a period of 4 months from September 16 - December 18 with the option for longer depending on schedule.
- The Columbus Partnership is an in-person work environment with this role based in Downtown Columbus.

We Offer

- A front-row seat impacting our community's future.
- A modern downtown office with free parking.
- A high-impact, mission-driven team that's doing big things for the Columbus Region.

To Apply

Please email cover letter and resume to careers@columbuspartnership.com. Include the internship title from above listing in the subject line of your email. Also include the following:

- Monday – Thursday work availability between September 16 – December 18.
- Availability for a 30-minute virtual interview during the hours of 8:00 a.m. to 5:00 p.m. Wednesday, August 26 – September 4.

Internship applications will close by or before Friday, September 4.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Columbus Partnership is an equal employment opportunity employer and does not discriminate against any employee or applicant on the basis of race, color, sex, age, religion, ancestry, national origin, citizenship, disability, military status, sexual orientation or genetic information. The Columbus Partnership requires all employees, vendors and associates to support its nondiscriminatory policies.

The Columbus Partnership is committed to the full inclusion of all qualified individuals. In keeping with our commitment, The Columbus Partnership will take steps to ensure that people with disabilities are provided with reasonable accommodation. Accordingly, if reasonable accommodation is required to fully participate the job application or interview process, to perform the essential functions of the position, and / or to receive all other benefits and privileges of employment, please contact careers@columbuspartnership.com.