



Canalway Partners – Programs Assistant, Seasonal
Part-Time, Seasonal: April-June 2026

Canalway Partners is seeking a highly qualified candidate for the part-time seasonal position of Programs Assistant. The candidate is expected to provide event support and coordination for three months of Canalway's robust calendar of mission-based special events. Canalway hosts five free public events annually as well as three running events and occasional celebrations for project milestones.

Canalway Partners is a 40-year-old non-profit 501(c)3 with a long history of community engagement. We work to preserve the natural and cultural experiences of the Ohio & Erie Canalway National Heritage Area. We serve as a catalyst for projects and programs that connect people to place for the prosperity of all. The National Heritage Area program is affiliated with the National Park Service and works closely with Cuyahoga Valley National Park.

The Programs Assistant reports to the Programs & Special Events Coordinator and collaborates with the executive director, staff, board and partner organizations. The position is based in Cleveland, OH.

Responsibilities:

The Programs Assistant is expected to engage in all aspects of supporting special events which include a widespread annual community cleanup, a series of fundraising running races, as well as several partner-focused event series. This will require regular interaction with program participants and event volunteers.

Duties include:

- Work closely with the ED and staff to ensure successful implementation of programs and special events.
- Provide on-site event support for seasonal events and programs, including: Towpath Half Marathon, RiverSweep, Towpath Twilight, Cleveland History Days and Canal Basin Park Programming.
- Prepare, load/unload, set-up and break-down event supplies including; tables, chairs, tents and other event equipment.
- Coordinate on-site event volunteers; distribute supplies, provide instruction and track hours.
- Coordinate with other non-profit and community organizations for programming.
- Provide on-site event support to external vendors and partner organizations.
- Support the printing and distribution of event marketing materials.
- Collect program data, photos/videos and newsletter sign-ups for each event.
- Other duties as requested by the Programs & Special Events Coordinator or the ED.

Qualities:

- Dynamic personality & self-starter who can build relationships with team members, general public, partner organizations and volunteers.
- Ability and desire to support public programming which may include participating in walking tours, biking tours, history or nature programs and tours.
- Detail-oriented and highly organized individual who can confidently support projects with many moving parts and priorities.
- Technology champion who can use digital tools and databases to help an organization run efficiently and understand the impact of its work.
- Flexible personality with both time and energy, understanding that as a public and community-orientated organization, most events will take place between Thursday and Sunday, with some events occurring at night.

To qualify for consideration, the ideal candidate should possess:

- Minimum of 2 years work experience in a related field (e.g. non-profit community relations, communications, fundraising, on-site event management)
- Ability to physically move supplies such as tables, tents, and boxes to events or assist with load-in, up to 25 lbs.
- Experience, interest or training in environmental or natural sciences, history, outdoor recreation, landscapes, park development, land use planning is beneficial.
- Experience with non-profits, on either a paid or volunteer basis, is beneficial.
- Proficiency in Microsoft Office and Outlook; highly proficient in digital correspondence and maintaining regular email communication with teammates and community partners.
- Valid driver's license
- Reliable transportation or the ability to rent and drive a box truck to transport event supplies
- Applicants may be subject to a background check.

Duration:

- 12-week contract (Thursday, April 9 - Sunday June 28)
- 200 hours (15-20 hrs. a week, Thursdays-Sundays)

Compensation:

- \$18-\$20/hr. based on experience
- Paid bi-weekly upon completion of timesheet.

Application process:

Submit cover letter, resume and two professional references in a **single** PDF file to McKenzie Merriman at mckenzie@canalwaypartners.com

Title your email "Programs Assistant – <first name/last name>"

Selected applicants will be contacted to participate in the interview process. Interviews will be conducted on a rolling basis and the position will remain open until filled.