



### **Economic Development Intern**

CNP was founded in 1988 to serve the unique role of a local community development funding and support intermediary for community development corporations (CDCs), and it is a vital partner to Cleveland's community revitalization efforts. In 1991 and 1992, the New Village Corporation (NVC) and Village Capital Corporation (VCC) subsidiaries, respectively, were established to further real estate development and lending in the neighborhoods.

CNP believes that CDCs are the best instruments to drive neighborhood revitalization. They are trusted partners in neighborhoods - closest to residents and small businesses, and they exist beyond the lifecycles of individual actors and political systems, allowing them to balance the immediate and long-term needs of neighborhoods. CNP's mission is to strengthen the community development ecosystem to foster the equitable revitalization of Cleveland's neighborhoods.

### **Purpose**

The Economic Development intern, under the supervision of the Vice President of Economic Development, will assist in the development, implementation and evaluation of neighborhood economic development programs and initiatives that will attract investment and support small businesses within these neighborhoods.

These programs include the Southeast Side Commercial Corridor Program, Middle Neighborhoods Initiative, and the Economic Development Working Group. Examples of projects for assistance include a modified "Storefront Renovation Program," "White Box Program", and technical assistance or training offered to CDC staff across Cleveland. The intern will provide administrative support, working with CDCs to identify property owners and small businesses to take advantage of the programs.

### **Responsibilities**

- Assist in the administration of programs that support property and business owners to revitalize commercial corridors within the City of Cleveland
- Data collection, tracking, and analysis to support grant deliverables and reporting
- Collect, review, and package documents related to grant programs
- Collaborate with team members and CDCs to develop engaging and effective implementation strategies
- Provide timely reports as needed
- Support the Vice President of Economic Development in related projects as needed

### **Preferred Qualifications**

- A strong commitment to urban neighborhoods and equity
- Highly proficient in Microsoft Office
- Strong written and verbal communication skills
- Demonstrates a willingness to improve interpersonal and emotional intelligence skills
- Interest in or experience with research projects (compiling, analyzing and interpreting data)
- Interest in or experience with program/project management
- Interest in or experience with developing marketing collateral
- Strong attention to detail
- Self-motivation, capacity to learn, and ability to work collaboratively



**Additional Information**

- Full-time work in a hybrid office environment with option to work remotely up to two days per week
- May require occasional travel to off-site meetings or special events
- Hourly compensation of \$15 per hour
- Intern period June – August 2022

**Apply**

- Interested applicants should provide a cover letter and resume to [careers@clevelandnp.org](mailto:careers@clevelandnp.org).