



TREMONT WEST DEVELOPMENT CORPORATION

Tremont West Development Corporation is a non-profit organization, located directly south of downtown Cleveland across the Cuyahoga River, which lends to picturesque views of the City skyline. Tremont West works to serve its residents with community building, neighborhood infrastructure improvements, home maintenance and repair and events planning and management.

JOB DESCRIPTION

Position: Economic Development Intern

Location: 2406 Professor Ave, Cleveland OH, 44113

Status: Part-time

Salary: \$14-15 per hour

Duration: Fall Semester

Reports To:

- Khalid Hawthorne, Housing & Economic Development Director

Responsibilities:

- Perform an inventory of available commercial properties within the Tremont West community
- Assist with property research and acquisition pipeline
- Track data regarding the performance of the existing residential property portfolio
- Perform all other duties as assigned

Qualifications:

- Currently enrolled in Master's degree program or higher
- Professional written and verbal communication skills
- Ability to work independently and creatively
- Proficient with Microsoft Office and GIS or similar mapping software

Please send resume and cover letter to michelledavis@tremontwest.org. Position open until filled.