



585 EAST 222<sup>ND</sup> STREET, EUCLID, OHIO 44123-2099

[www.cityofeuclid.com](http://www.cityofeuclid.com)

## **2022 CSU Levin College Internship Posting City of Euclid: Economic Development Division**

The City of Euclid, Ohio seeks a qualified, energetic candidate to join the Department of Planning and Development team as an intern, for either Summer 2022 or longer in alliance with a successful candidate's goals.

### **About the City of Euclid**

Euclid, Ohio is a first, inner-ring suburb of Cleveland, and home to just under 50,000 people. Our City follows a parallel "legacy city" pattern to Cleveland's – of industrial growth catalyzing a population peak following World War II (and a correlating housing boom), followed by several decades of financial and population decline. In recent years the City has won attention for pioneering lakefront redevelopment projects, trail and green infrastructure projects, vacant property reintegration through the Landbank Purchase Program, and an increased emphasis on diversity.

### **Duties**

Duties primarily include supporting the work of the Department of Planning and Development largely through the Economic Development Division's Manager, as well as the Zoning Commissioner and Department Director.

Specifically, goals within the Economic Development Division include:

- Promote retention, expansion and attraction of businesses to grow Euclid's income tax base by developing and maintaining a cooperative working relationship with existing, new and potential businesses, non-profit partners, citizen groups, business associations, consultants and governmental officials
- Work closely with other departmental and City staff to coordinate, strategize and achieve development goals as outlined by the "Euclid Master Plan". Provide assistance in short and long-term plans including the preparation of studies, reports and recommendations to achieve the City's goals for development
- Assist with development and maintenance of City incentive programs such as workforce creation/retention, business grants, Community Investment Area (CRA) programs, etc. Work closely with the Community Development and Planning Managers on commercial incentives such as the Storefront Renovation Program
- Create, maintain and update in a timely manner an inventory of available non-residential land, buildings and development opportunities in the City, including manufacturing and commercial databases, with data such as land assets, transportation linkages, utilities, etc. to be accessible to the public. Work with the Manager to ensure data is up-to-date on the City's new website including addition of programs and incentives

- Create ongoing working relationships in the commercial real estate brokerage community and facilitate hosting roundtable discussions
- Create, maintain and update in a timely manner an inventory of business contacts including data such as years in business, employee counts, etc.
  - Specific outreach and focus on the E 185<sup>th</sup> St businesses in preparation for communication surrounding the upcoming street infrastructure work
- Assist in the development and management of the Downtown Special Improvement District (SID)
- Collaborate with Manager on creation of requests for qualifications / proposals for a variety of professional services and projects
- Assist the Manager in preparing and administering various economic development functions such as ground breakings, grand openings and generating content for announcements and press releases, the department's monthly development newsletter, the department's annual report, the monthly Euclid Observer, etc.

### **Who's eligible**

Current Undergraduate *or* Graduate students actively enrolled at Cleveland State University's Levin School of Urban Affairs.

### **The compensation**

This is an unpaid internship.

### **The internship timeframe**

Summer Internship, May – August 2022 minimum. A longer duration such as a full year commitment is encouraged depending on the applicant's academic schedule. Internship hours are in person, 16 hours per week. Days and hours are negotiable within standard City business hours, to best accommodate a candidate's schedule.

### **Instructions for how to apply**

Email a statement of goals (and/or cover letter) and resume to [CCripps@cityofeuclid.com](mailto:CCripps@cityofeuclid.com) by April 15, 2022 at 4:30 PM.

### **Any other relevant information**

It is the policy of the City of Euclid to seek the best qualified individuals for all positions, to provide equal opportunity for the advancement of employees, including upgrading, promotion and training: and to administer these activities in a manner which will not discriminate against any person because of race, color, religion, sex/gender, national origin, age, ancestry, disability, sexual orientation or gender expression, genetic information, military status or veteran status.