



Middle Neighborhoods Initiatives 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 Middle Neighborhoods Initiatives Intern, under the supervision of the Vice President of Real Estate, will assist in the development, implementation, and evaluation of the residential components of CNP's Middle Neighborhood Initiatives to attract investment and support real estate development within these neighborhoods. The Intern will provide administrative support, working with staff and CDCs to identify and track properties for the programs. Additionally, there will be opportunities for the candidate to learn construction applications and building code requirements.

Responsibilities

- Assist in the administration of the Middle Neighborhoods Initiatives to revitalize residential middle neighborhoods 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 and provide timely reports as needed
- Support the Residential Middle Neighborhoods Team in related projects as needed
- Assist the Residential Middle Neighborhoods team to identify properties for renovation
- Support the construction and property management systems
- Opportunity to learn construction application and code requirements

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
- Self-motivation, capacity to learn, and ability to work collaboratively with attention to detail



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 2025

Apply

- Interested applicants should provide a cover letter and resume to careers@clevelandnp.org.