



Job Title: Urban Planning & Sustainability Assistant (NuSEEDs Intern)

Job Description:

The Urban Planning & Sustainability Assistant will support NuPoint Development Corporation in carrying out hands-on sustainability and neighborhood improvement projects across the Union Miles and Mt. Pleasant communities. This role is designed for young people who want real experience working on land, learning how neighborhoods function, and helping bring vacant and underused spaces back to life. Interns will gain exposure to urban planning, environmental work, community engagement, and career pathways connected to land, housing, and sustainability.

Responsibilities:

1. Support research on neighborhood conditions, land use, and sustainability efforts in Union Miles and Mt. Pleasant.
2. Assist with hands-on projects such as community gardens, tree planting, green infrastructure, and site clean-ups.
3. Engage with residents, local businesses, and community partners to gather feedback and support outreach efforts.
4. Help organize and participate in workshops, field days, and community events.
5. Assist with collecting and documenting data, including photos, site observations, and basic mapping or tracking tools.
6. Support day-to-day program operations, including setup, materials prep, and documentation.

Qualifications:

1. Currently enrolled in high school, a training program, or college (or recent graduate).
2. Interest in sustainability, community development, environmental justice, or working outdoors.
3. Strong communication skills and willingness to engage with people from different backgrounds.
4. Ability to work both independently and as part of a team.
5. Organized, dependable, and able to manage time across multiple tasks.
6. No prior experience required, but interest in urban planning, environmental work, or community organizing is a plus.

Requirements:

1. Must be between the ages of 18 and 24 and a City of Cleveland resident.
2. Must be able to commit to a minimum of 15–20 hours per week during the program period (flexible based on school/work schedules).
3. Must be willing to participate in outdoor, hands-on activities in different weather conditions.
4. Must follow safety guidelines during all fieldwork and events.
5. Must show up with a positive attitude, be open to learning, and be ready to contribute to real community work.

Send resume to: Roshawns@nupoint.org **Pay:** \$20 Hr **Timeframe:** June-December 2026

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