



Economic Development Intern

Old Brooklyn is Cleveland's accessible, family-friendly neighborhood where business and people come to grow. It is home to regional assets such as the Cleveland Metroparks Zoo, hundreds of small businesses, and over 30,000 people. Old Brooklyn Community Development Corporation (OBCDC) is dedicated to growing Old Brooklyn through empowered partnerships, leadership, programming, and advocacy.

OBCDC is seeking a motivated and community-minded person to serve as **Economic Development Intern** for the fall. This internship offers hands-on experience in data collection, research, market analysis, and commercial property assessments within a neighborhood-based nonprofit setting. The intern will play a key role in supporting the creation of a retail analysis/market study for Old Brooklyn to attract new and existing businesses to the neighborhood.

Key Responsibilities

- Assist the Economic Development Manager and Neighborhood Development Coordinator with neighborhood research, using existing tools within the ecosystem and self-data collection.
- Conduct in-field commercial corridor surveys, including storefront occupancy, business type and mix, vacancy tracking, and signage and condition assessments.
- Define and research the neighborhood's trade area, including demographics, household income, and population trends, to understand who the corridor's businesses serve.
- Help calculate retail demand and spending power within the trade area and compare it to current sales capture to identify retail leakage, categories where local demand isn't being met by existing businesses.
- Research comparable retail markets to help benchmark Old Brooklyn's business mix and inform attraction targets.
- Compile, organize, and update commercial property and business contact records, including using county auditor and open data sources.
- Help analyze trade area, demographic, or consumer spending data (e.g., via GIS, NEOCANDO, or similar tools) to identify retail gaps and opportunities.
- Support community engagement surveys to gather feedback on neighborhood needs and desires.
- Assist with data analysis and help tell the story of Old Brooklyn through summaries, maps, or visualizations for the final market study.
- Support outreach to business and property owners as part of corridor research.

Internship Timeframe

- August 17 – December 4
- 10-20 hours per week, flexible scheduling
- In-person position, with hybrid opportunities

Qualifications

- Interest in community/economic development, data collection & analysis, or marketing
- Strong written and verbal communication skills, including the ability to summarize research findings clearly
- Comfortable interacting with the public and handling basic reporting tasks
- Reliable, punctual, detail-oriented, and able to work independently and as part of a team
- Proficiency with Airtable or Microsoft Excel/Google Sheets and comfort organizing and cleaning data



- Able to walk commercial corridors and conduct in-person site assessments (some fieldwork required)
- Coursework or experience in urban planning, economic development, geography, business, or a related field is a plus
- Preferred: familiarity with GIS and NEOCANDO/NST

Compensation

This is an unpaid internship.

How to Apply

The study is part of a broader effort in Old Brooklyn to improve the commercial corridors by better understanding the current infrastructure, community needs and desires, and potential for growth. If you are excited about data collection, small businesses, and economic development in Cleveland, we'd love for you to apply.

Interested applicants can email their resume to Maria Sharp at MariaS@oldbrooklyn.com by July 24th.

OBCDC is committed to fostering a workplace where everyone feels valued, respected, and empowered to contribute their unique perspectives and talents. Our organization is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by applicable law. We believe diversity and inclusion strengthen our team and enhance the impact of our work, and we encourage individuals of all backgrounds to apply.