

**CITY OF CLEVELAND**  
**Department of Economic Development**  
**Internship**

**The City of Cleveland, Department of Economic Development is seeking to hire paid interns to work within different sections of Department including Small Business, Economic Development & Technology and Brownfields and Special Projects. We are seeking interns who can commit one year with at least 30 hours per week.**

An individual's internship will work on a variety of tasks that may include Brownfield Redevelopment, Land Assembly and Business Attraction, Small Business Development, Entrepreneurship Support, Economic Development Finance and/or GIS projects. The selected individual will gain valuable experience in developing sites for new businesses as well as marketing those sites and putting together customized incentive packages. The intern will be introduced to financial underwriting, preparation of contracts, preparation of legislation, grants writing, and project management.

Several interns have been able to transition to jobs in the Department of Economic Development for the City of Cleveland or have been hired in other jobs in their field. The experience at the City provided valuable knowledge and helped improve the individual's resume showing actual paid work experience in the field. Interns found that working with the City of Cleveland's Department of Economic Development increased their awareness of both the issues facing the City as well as the creative ways the City and its' residents are working to make Cleveland a more attractive environment to live, work and play.

Internship is for a minimum of 30 hours/week and will pay \$10.00 per hour. Free Parking is also provided.

**HOW TO APPLY:**

This position is open to GRADUATE students in the Levin College of Urban Affairs, with a preference for those who are in the MUPDD or Economic Development programs or to recent graduates who are looking for a position in their field and would find a year of experience to be a spring board to a good job. Applicants are also desired with a background or education/experience that provides knowledge, skills and abilities to support the responsibilities of this position. Good research abilities and public speaking a plus. Student will be expected to work over winter break and spring semester. If interested, please send a resume and letter of intent to Erin Conroy at [econroy@city.cleveland.oh.us](mailto:econroy@city.cleveland.oh.us).