



CUYAHOGA COUNTY ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Public Policy & Economics Fellow (Unclassified)

Department of Development

Location: 2079 E. 9th Street

Cleveland, OH 44115

Rate: \$15.00

Reports to: Head of Strategy, Policy, Research

Hours: 8:30 AM to 4:30 PM

Monday through Friday

REQUIREMENTS: Candidates must be enrolled in school or must have graduated within 24 months from the date of application. If enrolled in school, qualified candidates should be in a Bachelor (Junior/Senior) or Master/Doctoral Degree program. Candidates must be able to work 40 hours per week, Monday – Friday during normal business hours. You must be able to commit up to a 12 month assignment with an option to extend the assignment at the discretion of Cuyahoga County. This internship program provides for a time-limited role at Cuyahoga County no express or implied guarantee of future employment beyond the assignment period. This position is governed by all applicable administrative policies, practices and procedures related to temporary employees.



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RESPONSIBILITIES: The position will work closely with the Head of Strategy, Policy, Research, Business Intelligence, and Innovation and other team members in order to better use available, regional economic data. The position will assist with various projects throughout the assignment, including but not limited to:

Project Title: Cuyahoga County Community Indicators Dashboard

Project Description: Develop and maintain a dashboard of community success indicators. The position will be responsible for assisting with the following: Assisting to create and publish a publically accessible dashboard of trends that are observed in the community. These trends will reflect the close integration of Cuyahoga County's Development Department which is comprised of Economic Development, Community Development, and Workforce Innovation sections. Selecting appropriate economic indicators of community success along with the business intelligence team. The position will be expected to give strong input from an economics perspective. Locating appropriate data sources for the indicators. Updating the data sources that will be displayed on Cuyahoga County's website in a timely manner (typically on a monthly basis).

Project Title: Economic Development 5-Year Plan Measurement

Project Description: Create appropriate measures to determine economic success in adherence to the Economic Development 5-year plan. The position will be responsible for assisting with the following: Developing appropriate measurements of components of the 5-year plan along with the business intelligence team. The position will need to act as the economics advisor when determining these measurements. Working closely with the business intelligence team to help implement the 5-year plan appropriately. Creating documentation that will be presented to both the County Executive and the Economic Development Commission (which is comprised of local thought leaders and researchers from both private and public backgrounds).

Project Title: Economic Modeling Revamp

Project Description: Analyze and redesign the method by which Cuyahoga County will invest funds. The position will be responsible for assisting with the following: Analyzing the current economic development method and connect to broader economic outcomes. Developing a better understanding of how to invest funds as a result of market analyses and economic modeling. Advising the Chief of Economic Development for Cuyahoga County among others about how to best invest funds.

Project Title: Research Gathering

Project Description: Gather economic related research and provide recommendations

The position will be responsible for assisting with the following: Conducting various research tasks as appropriate from the Chief of Economic Development for Cuyahoga County. These research projects will happen on an as-needed basis and will require the position to use a firmly established understanding of economics to provide answers. Consult with the Chief of Economic Development for Cuyahoga County directly to present their findings and give expert advice. Translating observed national trends to the local level as they arise. It will be important to both explain how relevant the trend is locally along with being able to measure the trend at a local level.

Other duties as assigned

APPLICATION PROCEDURE: Please complete an on-line profile. Applications and resumes will only be accepted through the on-line process. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

POSITION WILL REMAIN OPEN UNTIL FILLED.

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Department of Human Resources/ADA Coordinator at (216) 443-7190.

Please note that this position may be subject to an oath of office and/or bonding requirements pursuant to Chapter 107 of the

Equal Opportunity Employer - Smoke-free and Drug-free Workplace.

Visit our website: www.cuyahogacounty.us