

# BELLAIRE PURITAS DEVELOPMENT CORPORATION

Bellaire Puritas Development Corporation (BPDC) is a non-profit community development corporation located on the west side of Cleveland. BPDC's mission is to maintain and enhance the full diversity of our residential, commercial, and industrial communities, and providing the planning necessary to ensure the vitality of the neighborhood into the future.

## JOB DESCRIPTION

**Position:** Community Development Research Intern

**Location:** 14703 Puritas Ave, Cleveland, Ohio 44135

**Status:** Paid, 10-15 hours per week

**Duration:** One year, beginning Fall Semester 2018

**Reports To:** Community Development Director

### Responsibilities:

- Economic Development:
  - Create and implement a door-to-door baseline business identification survey of BPDC's retail corridors and maintain a database of information collected
  - Determine mutually beneficial partnerships between BPDC and area businesses
  - Assist in the establishment of a merchants association for interested businesses
- Housing:
  - Design and distribute a housing survey to new and departing residents to uncover why people move to and from the neighborhood, as well as tenure of residency
  - Assist in developing marketing and promotional materials to attract new residents to the neighborhood, particularly to recently renovated houses, based on information gathered from the survey
  - Assist with code enforcement when necessary
- General:
  - Attend relevant City meetings with BPDC staff
  - Perform all other duties as assigned

### Qualifications:

- Currently enrolled in Master's program or Bachelor's program at junior or senior level
- Interest in community development, both from an economic development and housing lens
- Interest in survey design and research, as well as how data guides program development
- Strong written and verbal communication and interpersonal skills
- Ability to work independently and creatively
- Proficient with Microsoft Office, particularly Microsoft Excel
- ArcGIS experience preferred, but not required
- Personal vehicle preferred, but not required

Please send resume and cover letter to [m.miller@bpdc.org](mailto:m.miller@bpdc.org). Position open until filled.