

## Northeast Ohio Hispanic Center for Economic Development

NEOHCED is home to Northeast Ohio Hispanic Chamber of Commerce and Small Business Development Center. The Center provides technical assistance training to individuals looking to start or grow their businesses while encouraging economic development. NEOHCED has grown into a comprehensive business support center, serving over 400 clients annually. NEOHCED has earned a reputation for quality programming, serving and appealing to not just Hispanic/Latino-owned businesses but to the broader business community as well. To help alleviate neighborhood blight and poverty, NEOHCED has engaged in community development efforts to stabilize and revitalize the retail district within the community. Our approach is done on a hyper-local scale, to help encourage the economic growth of La Villa Hispana. La Villa Hispana is part of a place-making initiative that gives cultural identity to a neighborhood located in the Clark-Fulton district on Cleveland's near Westside. The Clark-Fulton neighborhood contains the highest density of Latinos in the State of Ohio.

### Job Description

**Position:** Spring/Summer Intern

**Location:** 2511 Clark Avenue Cleveland, OH 44109

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

**Duration:** Spring or Summer Semester 2020

**Reports to:** Director of Community & Economic Development

#### Responsibilities:

- Provide support to program staff on day to day operations and special projects
- Assist with social media and marketing campaigns
- Assist with fundraising and grant writing
- Support with special event planning & coordination
- Provide community outreach and engagement support
- Gain experience in the community development, business development and non-profit fields
- Special projects and other duties as assigned

#### Qualifications:

- Strong written and verbal skills
- Ability to work independently and creatively
- Proficient with Office 365
- Knowledge of social media platforms
- Spanish bilingual preferred

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

2511 Clark Avenue,  
Cleveland, Ohio 44109

**T** 216.281.4422  
**F** 216.281.4222  
**E** [info@hbcenter.org](mailto:info@hbcenter.org)

[hbcenter.org](http://hbcenter.org)

