



OLD BROOKLYN COMMUNITY DEVELOPMENT CORPORATION

Old Brooklyn Community Development Corporation (OBCDC) is a non-profit community development corporation located on the southwest side of Cleveland. OBCDC's mission is to develop and revitalize the community by uniting and empowering residents, business leaders, and government around plans and initiatives and achieve social, economic, and civic improvement.

JOB DESCRIPTION

Position: Neighborhood Development Intern

Location: 2339 Broadview Road, Cleveland, Ohio 44109

Status: 15-20 hours per week

Duration: Fall Semester 2017

Reports to: Executive Director

Responsibilities:

- Assist in planning process as it relates to housing intervention
- Aid in compiling and editing the 2017 Housing Report
- Identify and assess demographic changes in the population
- Create housing modernization program communication materials for residents
- Evaluate the progress of the Senior Housing program
- Perform all other duties as assigned

Qualifications:

- Currently enrolled in Bachelor's program or higher
- Interest in neighborhood development, housing, program development and evaluation
- Strong written and verbal skills
- Excellent research capabilities
- Critical thinking and global focus
- Ability to work independently and creatively
- Proficient with Microsoft Office

Please send resume and cover letter to jeffv@oldbrooklyn.com. Accepting applications until August 25th.