



**Job Title**                    **Site Strategies Intern**

**Classification**            **Hourly**

**Reports to**                 **Vice President, Project Management and Site Strategies**

**Date**                         **April 2023**

**JOB DESCRIPTION**

*Summary/Objective*

Site Strategies Intern, in coordination with JobsOhio and community partners, understands, and sells the competitiveness of NEO for business investment, resulting in job creation and an increase in capital investment monies. Key duties include management of the site selection process and database. Intern will develop a deep understanding of competitive available sites and buildings in the region. In addition, the coordinator supports the site programs of Team NEO.

*Key Responsibilities*

- Create content and assemble data for NEO RightSites marketing sheets.
- Assist in gathering site and building information with partners, communities, and brokers.
- Provide support to the Site Strategies team for leads and projects including running searches, following up for information, matching submission format.
- Support the JobsOhio Site Authentication process in NEO.
- Assist in responding to project and lead related requests for information, coordinates with the research team for data collection and supports the local partner requests.
- Support the project management team in providing relevant real estate information for potential company investments
- Participate in quarterly JobsOhio site selection team meetings
- Assist with follow up on opportunities, as appropriate, from a variety of sources.
- Participate in weekly and monthly status meetings Team NEO staff
- Represent Team NEO and JobsOhio with various groups and at meetings and events.
- Provides both proactive and reactive coaching to local economic development organizations on site searches and ZoomProspector database
- Attends site visits when appropriate and assists with coordination

**Skills**

Interpersonal skills and client relations are key to this role. Successful candidate is skilled in writing, grammar, and verbal communication. Highly organized, good judgment, punctual, demonstrates initiative, strong work ethic, and managerial skills required. Ability to use Microsoft Office Suite required (strong skills in Excel and Power Point preferred). Experience with Salesforce, databases (particularly real estate) and mapping programs would be helpful.

## **Physical Demands**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

## **Travel**

Travel is primarily in-region during the business day, although some early morning and after-hours travel may be expected. Having access to a vehicle is desired.

## **Required Education and Experience**

Bachelor's Degree required. Master's Degree in Public Administration, Planning, Business Administration, Economics, Communications, or related field preferred. Real estate experience and/or GIS certification a plus.

## **Additional Eligibility Qualifications**

None noted

## **EEO Statement**

Team NEO is firmly committed to prohibiting discrimination on the basis of race, color, sex, age, religion, ancestry, national origin, citizenship, disability, military status, sexual orientation, or genetic information throughout the employment process, from selection through termination. Team NEO expects all employees, vendors, and associates to support the nondiscriminatory policies of Team NEO.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.