

**TREMONT WEST DEVELOPMENT CORPORATION**

Tremont West Development Corporation is a non-profit organization, located directly south of downtown Cleveland across the Cuyahoga River, which lends to picturesque views of the City skyline. Tremont West works to serve its residents with community building, neighborhood infrastructure improvements, home maintenance and repair and events planning and management.

**JOB DESCRIPTION**

**Position:** Economic Development Intern

**Location:** 2406 Professor Ave, Cleveland OH, 44113

**Status:** Part-time

**Salary:** $14-15 per hour

**Duration:** Fall Semester

**Reports To:**

* Khalid Hawthorne, Housing & Economic Development Director

**Responsibilities:**

* Perform an inventory of available commercial properties within the Tremont West community
* Assist with property research and acquisition pipeline
* Track data regarding the performance of the existing residential property portfolio
* Perform all other duties as assigned

**Qualifications:**

* Currently enrolled in Master’s degree program or higher
* Professional written and verbal communication skills
* Ability to work independently and creatively
* Proficient with Microsoft Office and GIS or similar mapping software

Please send resume and cover letter to michelledavis@tremontwest.org. Position open until filled.