



DETROIT SHOREWAY COMMUNITY DEVELOPMENT ORGANIZATION

Detroit Shoreway Community Development Organization (DSCDO) is a non-profit 501(c) 3 community development corporation, founded in 1973 to catalyze development in Cleveland's Detroit Shoreway neighborhood.

JOB DESCRIPTION

Position: Economic Development Intern

Location: 6516 Detroit Avenue, Suite 1, Cleveland, OH 44102

Status: part-time, 20 hours per week

Salary: \$100/mo. stipend

Duration: Spring Semester, January to May 2020

Reports To: Jessica Trivisonno, Director of Economic Development

Responsibilities:

- Help develop economic success within the Detroit Shoreway, Edgewater, and Cudell communities in Cleveland
- Compile case studies on local economic development incentive programs in cities with comparable urban redevelopment initiatives
- Prepare commercial baseline survey
- Assist in preparing a database that will capture square footage of retail storefronts, rental rates, property ownership, and vacancy
- Assist with tax assessment renewal for the Gordon Square Special Improvement District
- Assist with other projects as they arise

Qualifications:

- Currently enrolled in undergraduate program or higher
- Have excellent written and verbal communication skills
- Possess excellent computer skills and demonstrated proficiency in the use of Word, Excel and PowerPoint and Google Slides, Sheets and Docs

- Have strong interests in cities and community development, urban development, real estate, business, public policy or economics
- Be an ambitious self-starter seeking to use the opportunity to develop both personally and professionally, gain new perspectives and experiences, and make a lasting impact on the community in which s/he is serving

Please send resume and cover letter to jtrivisonno@dscdo.org. Position open until filled.