



Cleveland Neighborhood Progress is a local community development funding intermediary with over thirty years of experience investing in community revitalization work in Greater Cleveland. Neighborhood Progress was founded in 1988 and serves a unique function as the only local intermediary in the region. Our mission is to foster inclusive communities of choice and opportunity throughout Cleveland, and our vision is one where Cleveland's neighborhoods are attractive, vibrant, and inclusive communities where together, people from diverse incomes, races, and generations thrive, prosper, and choose to live, learn, work, and invest.

Job Description

Position: CDC Advancement Intern

Status: Part-time, 15-25 hours per week

Salary: \$13 - \$15 per hour, negotiable

Duration: April 2020 – December 2020

Reports To: Sr. Manager of CDC Advancement

Responsibilities:

- Support CDC Advancement's grant-making and capacity building agenda. Tasks include:
 - Research and document capacity building and professional development trainings and workshops and input into Professional Development and Capacity Building Calendar
 - Attend and support CDC Advancement working groups and committees
 - Assist with planning, volunteer coordination, and evaluation of annual Progress Institute event
- Manage CDC Advancement's Internship Placement Program
 - Assist CDCs with the creation and distribution of internship postings
 - Attract local students to fill positions
 - Serve as a liaison between CDCs and local universities
 - Research potential grants to support internship program
- Manage the Clean & Green Trailer Program
 - Track reservations and assist with follow-up reports
 - Communicate with reservation holder and contractor as needed
- Perform all other duties as assigned

Qualifications:

- Currently enrolled in Bachelor's degree program or higher
- Passion for community development, program and grant management, research and evaluation, and nonprofit organizational development
- Excellent written, verbal, and interpersonal skills
- Ability to work independently and creatively in a fast-paced environment
- Proficient with Microsoft Office

Please send resume and cover letter to Melinda Gigante, Sr. Manager of CDC Advancement, at MGigante@ClevelandNP.org.