

## Economic Development Intern

Cleveland Neighborhood Progress (CNP) was founded in 1988 to serve the unique role of a local community development funding and support intermediary for community development corporations (CDCs), and it is a partner to Cleveland's community revitalization efforts. Near the end of 2021, CNP completed a strategic plan that refocused its efforts on the health of CDCs. The new mission is to foster the equitable revitalization of neighborhoods throughout Cleveland by strengthening the community development ecosystem.

### Purpose

The Economic Development intern will assist the Director of Neighborhood Economic Development to create, implement, monitor, and evaluate the effectiveness of small business and economic development programs led by CNP. This intern will also work directly with both the CDC economic development network and small business service providers to help foster greater alignment between the larger small business ecosystem and the small business community.

### Key Responsibilities

- Work with the Director of Neighborhood Economic Development in overseeing the CDC Micro-Grant Program:
  - Leverage CNP marketing channels and meetings to promote the program to CDC staff
  - Provide application intake support which includes reviewing applications to determine eligibility and completeness
  - Work with internal CNP staff to compile documents necessary to disburse funds to business owners and/or partners
  - Update and maintain application tracking logs within the grant management platform system providing audit support to ensure proper controls have been put in place.
  - Provide recommendations on how to improve the program to be of greater value to the CDC economic development network
  - Provide grant reporting support to funders and stakeholders

### Preferred Qualifications

- A strong commitment to urban neighborhoods, equity, and inclusion
- A strong commitment to customer service and creating value
- Exceptional organizational skills
- Strong interpersonal skills, strong verbal and written communication skills
- Ability to work both independently and as part of a team as required
- Keen to take initiative and proactively seek solutions
- Ability to and interested in learning

### Working Conditions

Part-time work in a hybrid office environment requiring in-person presence and allowing for virtual operations. May require occasional travel to off-site meetings or special events. Hourly compensation of \$15 per hour. The internship runs from mid-September 2022 to mid-December 2022.

### Apply

Please send a cover letter and resume to [careers@clevelandnp.org](mailto:careers@clevelandnp.org).