



Neighborhood Marketing Web Development Intern

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 vital partner to Cleveland's community revitalization efforts. In 1991 and 1992, the New Village Corporation (NVC) and Village Capital Corporation (VCC) subsidiaries, respectively, were established to further real estate development and lending in the neighborhoods.

CNP believes that CDCs are the best instruments to drive neighborhood revitalization. They are trusted partners in neighborhoods - closest to residents and small businesses, and they exist beyond the lifecycles of individual actors and political systems, allowing them to balance the immediate and long-term needs of neighborhoods. CNP's mission is to strengthen the community development ecosystem to foster the equitable revitalization of Cleveland's neighborhoods.

Love Cleveland Neighborhoods (loveclevelandneighborhoods.com) is a marketing initiative to promote Cleveland's 29 neighborhoods as great places to visit, celebrate, and invest. Love Cleveland Neighborhoods leverages the Cleveland brand plus expertise from neighborhood-based nonprofits for authentic storytelling on social media, web, and print platforms. Cleveland Neighborhood Progress created and leads this marketing initiative with its partner organizations to encourage audiences to spend time and money within the city.

Purpose

The Neighborhood Marketing Web Development Intern, under the supervision of the Director of Marketing & Communications, will assist with the website for Love Cleveland Neighborhoods and administrative tasks related to the marketing initiative. The Intern will enable authentic, brand-aligned storytelling by editing website data, features, and design elements.

Responsibilities

- Web development within an existing WordPress environment:
 - formatting provided content into pre-existing templates
 - adjusting fonts, colors, and images in accordance with brand guidelines
 - editing alignment and spacing to ensure responsive (mobile-friendly) layouts
- Database management (WordPress, Microsoft Planner):
 - sorting and tagging content according to specific, provided parameters
- Note-taking to summarize meetings with colleagues and community members
- Communication within and beyond the organization by email, phone, in-person meetings, and virtual meetings

Preferred Qualifications

- Strong web development experience (WordPress or other CMS)
- Basic web design and CSS experience
- Strong written and verbal communication skills with attention to details
- Experience in Microsoft Outlook, OneDrive or SharePoint, and Teams
- Self-motivation, capacity to learn, and ability to work collaboratively
- A strong commitment to urban neighborhoods and equity



Additional Information

- Full-time work in a hybrid office environment with option to work remotely up to two days per week
- May require occasional travel to off-site meetings or special events
- Hourly compensation of \$15 per hour
- Internship period June – August 2025

Apply

- Interested applicants should provide a cover letter and resume to careers@clevelandnp.org.