



Economic 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.

Purpose

The Economic Development Intern, under the supervision of the Vice President of Neighborhood Economic Development will assist in the creation, implementation, monitoring, and evaluation of small business and economic development programs led by CNP. The 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 commercial corridor programs:
 - 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.
 - Assist with research, data gathering, and analysis drafting reports that will be shared with senior leadership and partners.
 - Coordinate meetings with community partners and leaders.
 - 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 and equity
- A strong commitment to customer service and creating value
- Exceptional organizational skills

Cleveland Neighborhood Progress



- 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

- 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

Please send a cover letter and resume to careers@clevelandnp.org.