



Real Estate Intern Position Description

Our Mission: Slavic Village Development works with and for its residents, businesses, and institutions to promote civic engagement, community empowerment, and neighborhood investment and job creation.

Position Overview: We are seeking a motivated and detail-oriented Real Estate Intern to support our staff by developing a residential and commercial real estate inventory for the Slavic Village Neighborhood. This internship provides hands-on exposure to working in the real estate environment within a community development corporation.

Key Responsibilities:

- The Real Estate Intern will assist staff in developing a real estate inventory within the Slavic Village neighborhood.
- Research available properties, demographics, and neighborhood information.
- Develop and maintain a property database.
- Other tasks as assigned.

Minimum Requirements:

- Must have completed at least 1 year of college with a GPA of 3.0 or higher.
- Have an interest in affordable housing, community development, urban planning, real estate development, or social impact real estate.
- Must have some understanding of residential and commercial real estate.
- Ability to work effectively with diverse populations and communities.
- Must have experience using Microsoft 365, the ability to operate standard office equipment and follow office procedures.
- Ability to manage multiple tasks and meet deadlines.
- Must have reliable transportation to and from the SVD office.

Working Conditions:

- This position is in-office but will require some travel throughout the Slavic Village neighborhood.
- While developing the inventory, interns may be outdoors in the neighborhood for extended periods of time in all types of weather.
- The intern must be able to sit, stand, or walk for extended periods of time.

Duration: ASAP through December 2026

Hours: This is a part-time, temporary position directly reporting to the Executive Director. The Intern works a flexible schedule, 16 – 20 hours/week between the hours of 8:30 am – 4:30 pm Monday – Friday. **This position is in-office, and there is no remote work option available.**



Compensation: Intern salary is \$15/hour paid twice per month by direct deposit and does not include benefits.

Please submit a cover letter and resume to kellyb@slavicvillage.org for consideration. Resumes are accepted until position is filled.

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