



Title: Neighborhood Development Associate

Reports To: Director of Neighborhood development

Position: Paid Internship, one-year

Job Description:

The Neighborhood Development Associate is a new position created to support staff in managing the external real estate development taking place in Ohio City. Responsibilities include facilitating the local landmarks design review committee, working with our staff, developers, and the city of Cleveland to help shape projects, assisting professionals through the City of Cleveland's permitting process, and assisting staff with community engagement and outreach around proposed projects.

The ideal candidate would have a desire to develop skills in community development, as well as an interest in architecture and urban design. Must be available to work on Thursdays 9am-1pm.

The job duties will include but not be limited to:

- Create and keep the local design review agenda up to date, including coordinating with applicants
- Work with applicants to shape proposals and presentations
- Take meeting notes and distribute to the City of Cleveland Landmarks Commission
- Facilitate local design review meetings in Ohio City
- Work with staff to engage and inform the community around projects
- Upload design review meetings to YouTube and CoUrbanize, Ohio City Incorporated's online engagement platform
- Update the Ohio City website to reflect meeting agendas and dates

Preferred Skills:

- Comfortability using Zoom and Power Point
- Well organized with attention to detail
- Knowledge, experience or interest in neighborhood development, historic preservation, architecture
- Positive attitude willing to engage with people from all backgrounds
- Ability to work effectively without close daily supervision
- An open and affirming perspective on diversity and inclusivity



- Availability on most Thursdays

Compensation: Salary will be a \$750 per month stipend. This is a part time position, with the expectation of working 12-15 hours per week.

To apply, please send resume and cover letter to careers@ohiocity.org with “Neighborhood Development Associate” in the subject line. Resumes will be accepted on an ongoing basis until position has been filled. No phone calls please.