



www.neighborhoodprogress.org

Neighborhood Progress, Inc.
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NEIGHBORHOOD PROGRESS, INC.
POSITION DESCRIPTION
Internship

Company: Neighborhood Progress, Inc. (NPI)

NPI was founded for the purpose of targeting foundation funding and resources to community groups engaged in urban renewal and reinvestment. In addition, NPI wholly-controls two non-profit affiliates, Village Capital Corporation (VCC), a community loan fund and New Village Corporation (NVC), a real estate development company.

Title: Intern

Reports to: Walter Wright
Senior Program Officer

Responsibilities:

NPI has a number of ongoing projects. The intern needs will be balanced with NPI's priorities. A number of different things may be asked of the intern as various projects and deadlines occur:

- Review and update reports on neighborhood development – housing and retail production, capital improvements, etc. These will be in Word and Excel format.
- Help plan and prepare capacity building, marketing, networking and sustainability events, mailings and publications
- Conduct analysis of market real estate values, in conjunction with other staff
- Research funding opportunities, local and national Best Practices in community development
- Other projects as needed

This is a fast-paced, challenging environment and you will be working with some of the best minds in the business, so be ready to make this challenge your own!

To Apply: Email your resume and a cover letter to Rachel Singer, Internship Coordinator, Levin College of Urban Affairs: r.g.singer88@csuohio.edu. For more information, contact Rachel by email or phone: 216-687-2388.