



Neighbor to Neighbor Intern

CNP was founded in 1988 as 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. Near the end of 2021, CNP completed a strategic plan that refocused its efforts on the health of CDCs. The new mission is to *foster the equitable revitalization of neighborhoods throughout Cleveland by strengthening the community development ecosystem.*

Neighbor to Neighbor is a door-to-door canvassing effort that helps deepen connections between CDCs and their neighbors – the residents they serve. Canvassers from neighborhood CDCs educate residents on programs they may be eligible for, as well as ask questions to understand the gaps that exist due to a lack of resources or programming that is symptom-based and not solution-based.

Purpose

The Neighbor to Neighbor (N2N) Intern will assist in the management of the N2N Cleveland Program, consisting of neighborhood-level outreach facilitated by each community's respective CDC. The N2N Intern will support this work through coordinating with CDCs to ensure they are adequately supported and informed, while also liaising between relevant parties. The N2N Intern will be a key component of the CDC Advancement team and will work directly with the Manager of Organizing and Community Engagement.

Key Responsibilities

- Work with the Manager of Community Organizing in Overseeing N2N Cleveland Program:
 - Assist in the creation of performance metrics
 - Regular meetings with CDC engagement staff to discuss their deployment efforts
 - Tracking of data provided by NST
 - Manage and coordinate various partners involved in the program
 - Work with CNP CDC Advancement staff on reporting to funders
- Maintain the weekly newsletter which goes out to the N2N community engagement specialists
 - Research and compile relevant information into a simple format and distribute
- Support the work of the CDC Advancement staff as necessary

Preferred Qualifications

- A strong commitment to urban neighborhoods, equity, and inclusion
- Exceptional organizational skills
- 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 interest in learning

Working Conditions

Full time work in hybrid office environment requiring in-person presence and allowing for virtual operations. Requires occasional travel to off-site meetings, seminars or special events. Hourly compensation of \$15 per hour.

Apply

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