

CITY OF CLEVELAND
Department of Economic Development
Internship

The City of Cleveland, Department of Economic Development, is seeking to hire two paid interns to work in the the Department of Economic Development. The internship will begin May 16, 2022 and will continue through a minimum of a six month period up to a one year period.

The internship's will concentrate on programs offered by the Department of Economic Development that foster entrepreneurship, business development & technology, equity & inclusion, land assembly and financial incentives.

An individual's internship will work on a variety of tasks that may include but are not limited to the following: Brownfield Redevelopment, Land Assembly and Business Attraction, Small Business Development, Entrepreneurship Support, Economic Development Finance and/or GIS projects. The selected individual will gain valuable experience in identifying and developing sites for new businesses as well as marketing those sites and putting together customized incentive packages. The intern will be introduced to financial underwriting, preparation of contracts, preparation of legislation, grants writing, and project management.

Several interns have been able to transition to jobs in the Department of Economic Development for the City of Cleveland or have been hired in other jobs in their professional network. The experience at the City provided valuable knowledge and helped improve the individual's resume showing actual paid work experience in the field. Interns found that working with the City of Cleveland's Department of Economic Development increased their awareness of both the issues facing the City as well as the creative ways the City and its' residents are working to make Cleveland a more attractive environment to invest.

Internship is for a minimum of 20 hours/week and will pay \$15.00 per hour. Interns seeking a summer only internship need not apply.

HOW TO APPLY:

This position is open to GRADUATE or UNDERGRADUATE senior students in the Levin College of Urban Affairs or other colleges with a focused study in Economic Development programs. Applicants with a background or education/experience that provides the required knowledge, skills and abilities can apply. Interns with an understanding of finance & accounting is required.

- Please email resume and cover letter together in a one Word doc or PDF to Kevin Schmotzer at kschmotzer@clevelandohio.gov
- Address cover letter to: Kevin Schmotzer, Executive for Small Business Development
- Subject line: City of Cleveland Internship
- **DEADLINE – 5pm Friday April 19, 2022.**

The City of Cleveland will contact your directly if you are selected for an interview. The student will be expected to work during the summer break and fall semester 2022.