



DEPARTMENT OF PLANNING & DEVELOPMENT

Joe Duffy, Director

Annette M. Blackwell, Mayor

City of Maple Heights Internship Announcement

The City of Maple Heights, Ohio seeks a qualified, energetic candidate to join the Department of Planning and Development and Building and Housing teams as an intern, for a time frame in alignment with a successful candidate's goals and schedule.

About the City of Maple Heights

An inner-ring "first" suburb, Maple Heights is an ethnically diverse community ideally situated just 9 miles from both Downtown Cleveland, Ohio and University Circle cultural hubs, with optimal access to Interstate Highways I-480, 271, and 77 each in very close proximity. Maple Heights is home to the Norfolk Southern Intermodal rail yard, which serves as a direct pipeline for freight traffic to and from the Port of Cleveland, connecting both commercial trucking and interstate rail traffic with the Great Lakes Seaway and international markets. Nearly 25,000 residents call Maple Heights home and frequent the City's commercial districts – which host a diverse range of locally owned shops, eateries and national chains.

Duties

Duties primarily include supporting the work of the Building and Housing Team Members.

Specifically, goals within the Building and Housing Divisions include:

- Support planning, design and implementation of public programs ranging from Small Business Saturdays, leading coordination of a popular exterior home repair grant program, and municipal beautification and placemaking initiatives.
- Work closely to ensure smooth implementation of the 2023 Home Repair Grant Program
- Provide direct support to the Housing Administrator and Building Division Office, learning helping fulfill administrative needs – such as organizing documents and answering inquiries.
- Support collaborative efforts with other Departments, the Mayor's Office, and external partners as needed.
- Effectively support relationships with key community, industry and government stakeholders, grantors and organizations in order to ensure the success of City initiatives.
- Identify potential funding sources to facilitate planning and placemaking initiatives and research, prepare and manage grant applications on behalf of the City.
- Incorporate City goals for sustainability, community engagement, equity into regulatory and other requirements when proposing solutions.
- Assist in special project marketing, public art, street furniture and other beautification projects.
- Other duties as assigned.



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Who's eligible

Current Undergraduate *or* Graduate students actively enrolled in a relevant field are invited to apply. Recent graduates, or seasoned professionals seeking to enter the Public Service work arena are also highly encouraged to apply. Strong public-facing, customer service skills and ability to work well with a range of diverse constituents desired. Self-motivation is also a valued characteristic.

The compensation

This is an unpaid internship.

The internship timeframe

Internship hours are in person, 16-32 hours per week. Days and hours can be negotiable within City business hours, to best supplement a candidate's schedule.

Instructions for how to apply

Email a statement of goals (or cover letter) and resume to jduffy@mapleheightsohio.com. Applications are accepted on a rolling basis.

Any other relevant information

It is the policy of the City of Maple Heights to seek the best qualified individuals for all positions, to provide equal opportunity for the advancement of employees, including upgrading, promotion and training; and to administer these activities in a manner which will not discriminate against any person because of race, color, religion, sex/gender, national origin, age, ancestry, disability, sexual orientation or gender expression, genetic information, military status or veteran status.