



St. Clair Superior Development Corporation
Community Involvement Intern
Job Description

Background

St. Clair Superior Development Corporation (SCSDC) seeks a community development professional who can build connections in the St. Clair Superior community in partnership with the Executive Director and SCSDC staff.

SCSDC serves the St. Clair Superior neighborhood, a unique Cleveland community located between the city's two largest employment centers (Downtown and University Circle) and directly borders the MidTown, Hough, Glenville, and Downtown neighborhoods. Originally built as an industrial hub with factories and companies employing workers who lived in the neighborhood, today it is home to many diverse populations (speaking as many as 23 languages and dialects), and a uniquely poised local business community.

A strategic investment by the Jack, Joseph, and Morton Mandel Foundation has created exciting momentum for rebuilding the organization and refreshed leadership. Thus far in 2020, progress has yielded recruitment of talented community members to serve on the board, and the hiring of a new executive director. A strategic planning process will be undertaken, anticipated to begin in early 2021.

Summary

Work is assigned and supervised by the Executive Director and Community Engagement Specialist of St. Clair Superior Development Corporation. This will be a full time in-person position with remote working options periodically. Given the nature of non-profit work, the candidate must have a passion for public sector service and community engagement. An ideal candidate will want to gain experience in grant writing, community and economic development, and urban studies. Assignments are expected to be carried out under limited supervision within the office or remotely, therefore only candidates with sound judgment, time management skills, and internal motivation should apply.

Primary Responsibilities/ Essential Functions

1. Using their individual interest, the intern will research and investigate new grant sources or innovative programs and present pertinent information to the Executive

Director and Administrative Staff.

2. Perform assignments relating to city planning, economic development, redevelopment initiatives, and program development.
3. Public Sector engagement – In order to engage with community leaders, knowledge of the roles and responsibilities of local, state, and federal government offices and programs is needed.
4. The intern will develop and draft internal and external documents and materials to build or retain relationships with donors, volunteers, community members, and other supporters of the non-profit organization.
5. Fundraising Activities – Coordination of existing fundraising efforts while exploring new approaches to generate support for the affiliate
6. Outreach – Increase awareness of the affiliates goals and the mission it serves, to as wide of an audience as possible.
7. Monitor agendas and attend community meetings and events as needed
8. Assist in special projects as needed and other duties as assigned.

Requirements

- Minimum 20 hours a week (with remote flexibility)
- Submittal of all work assignments within determined deadlines.

Compensation

This internship is unpaid. Course Credit requirements will be fulfilled.

Students may apply by submitting a resume and cover letter to info@stclairsuperior.org

Deadline

Applications will be accepted on an ongoing basis