



MidTown Cleveland

5000 Euclid Ave, Cleveland, OH, 44103

Job Description

Intern, Fall 2018-Spring 2019

Paid (\$12/hr), 14-18 Hrs/Week

MidTown Cleveland Overview

MidTown Cleveland, Inc. is a 501(c)(3) community and economic development organization whose mission is to leverage our diverse assets to develop a dynamic neighborhood uniting Cleveland's downtown and innovation district. Serving the area east of Cleveland State University and west of Cleveland Clinic, MidTown Cleveland works with a diverse and amazing group of organizations and residents to build community, stimulate development, provide services, ensure safety, create place, and tell the stories of what happens here. Our team of seven full-time employees dedicates themselves every day to strengthening one of the most unique neighborhoods in Cleveland.

Description

MidTown Cleveland is seeking a Planning Intern with the diverse skills set and flexibility to work on implementing a variety of projects in the urban realm. Intern will be responsible for delivering on projects under the Director of Planning and Placemaking including but not limited to public art projects (permitting and navigating city processes), communications work, research on best urban planning and community development practices, GIS and/or data analysis (property ownership and/or real estate), administrative functions, other responsibilities as directed.

Skills and Qualifications

- Bachelors or Masters degree in urban planning, public administration, real estate, marketing, or related field
- Exceptional and responsive written, oral, and interpersonal communication skills
- Detail-oriented and organized
- Ability to work in a fast-paced environment
- Some professional work experience
- Critical thinker and problem solver
- GIS capabilities preferred
- Adobe Suite (Photoshop, Illustrator) capabilities preferred
- Passion for Cleveland

Submit cover letter and resume to Joyce Huang at jhuang@midtowncleveland.org by October 17, 2018