



**MidTown Cleveland, Inc.**

**5000 Euclid Ave Suite 100, Cleveland, OH, 44103**

**Job Description**

**Intern, Spring 2022 (10 weeks starting January 2022)**

**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, build place, and tell the stories of what happens here. Our team of ten full-time employees dedicates themselves every day to strengthening one of the most unique neighborhoods in Cleveland.

### **Description**

MidTown Cleveland is seeking an Urban Planning intern with a diverse skill set and flexibility to assist with implementing a variety of neighborhood planning and placemaking/placekeeping projects in the MidTown neighborhood. In addition, the intern is would be responsible for providing additional support and capacity to the Community Development team on various projects as seen fit. Intern will report to the Neighborhood Planning Manager.

### **Core Responsibilities**

- Manage the fall 2021 installation of the MidTown neighborhood banner program
- Provide technical assistance for city processes related to placebuilding (e.g. permits, design review)
- Event coordination for community-based placebuilding events
- Assist in green infrastructure and tree planting initiatives
- Provide additional planning support and capacity to community development team
- Assist residents in implementing placemaking projects

### **Skills and Qualifications**

- Pursuing a Bachelors or Masters degree in urban planning, urban affairs or related field of study
- High level of proficiency with Microsoft office (Word, Excel, Powerpoint, etc.)
- 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
- Adobe Suite (Photoshop, Illustrator) capabilities preferred
- A desire to learn and values around racial and social equity
- Passion for Cleveland

**Learning goals.**

- Learn basic frameworks for urban planning, place-based community development, public art and how these contribute to the health of urban systems and neighborhoods
- Understand the intersection of racial equity in community development and perspectives from residents in Cleveland's neighborhoods
- Understand non-profit governance structures, non-profit funding mechanisms and the intersection between public and non-profit sectors
- Increase in social/self-awareness in a professional environment and increase in political savvy regarding various stakeholders and interests

Submit cover letter and resume to Samira Malone at [smalone@midtowncleveland.org](mailto:smalone@midtowncleveland.org). Applications will be reviewed on a rolling basis.