



Project Assistant Intern

CNP was founded in 1988 as to serve the unique role of a local community development funding and support intermediary for community development corporations (CDCs). In 1991 and 1992, the New Village Corporation (NVC) and Village Capital Corporation (VCC) subsidiaries, respectively, were established to further real estate development and lending in the neighborhoods. CNP is a vital partner to Cleveland's community revitalization efforts. Near the end of 2021, CNP completed a strategic plan that refocused its efforts on the health of CDCs. The new mission is to *foster the equitable revitalization of neighborhoods throughout Cleveland by strengthening the community development ecosystem.*

Purpose

The Project Assistant Intern will be provided exposure to all aspects of the organization through close working with CNP's Chief of Staff & Operations. The Project Assistant Intern will assist the Chief of Staff & Operations with administrative, executive, and programmatic activities to assist in implementation of the CNP's five year strategic plan. These projects could include but are not limited to designing and implementing actionable and measurable workplans, improving information technology and operational protocols, or coordinating organizational wide programs that combine placemaking, CDC advancement, and lending.

Key Responsibilities

- Be a close partner to the Chief of Staff & Operations; be introduced to all aspects of the organization for management and implementation learning
- Specific projects will be jointly determined by the Intern and the Chief of Staff

Preferred Qualifications

- A strong commitment to urban neighborhoods, equity, and inclusion
- Exceptional organizational skills
- Strong interpersonal skills; strong verbal and written communication skills
- Ability to work both independently and as part of a team, as required
- Keen to take initiative and proactively seek solutions
- Ability to and interest in learning

Working Conditions

Full time work in hybrid office environment requiring in-person presence and allowing for virtual operations. Requires occasional travel to off-site meetings, seminars or special events.

Hourly compensation of \$15 per hour.

Apply

Please send a cover letter and resume to careers@clevelandnp.org.