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Title: Nonprofit Management Intern

Reports to: Lisa Krieger, Executive Director, lkrieger@edcor.org

Salary: Paid internship, flexible schedule, 20 – 24 hours a week

Since 1978, Euclid Development Corporation (EDCOR) has served the residents of Euclid by expanding affordable housing opportunities. We do this via a down payment assistance program and low-interest home improvement loan program that opens doors for low-to-moderate income families to achieve homeownership or make critical home repairs. In 2024 we aim to expand our programs and are looking for an intern to join our team and help us grow.

Position Overview:

Embrace the chance to positively impact lives by joining EDCOR’s housing assistance team as a Nonprofit Management Intern.

- Help community members facing financial barriers by assessing outdated application and payment procedures to construct more accessible, equitable processes using technology to break down obstacles
- Produce communications materials showcasing EDCOR’s critical lending programs in both print and digital realms—spreading awareness so more households can achieve housing security
- Work alongside staff and analyze current system limitations and integrate optimizations like:
 - A new website
 - Social media
 - Integrated payment portals
- Create outreach materials and formulate surveys to capture community feedback
- Supporting grant writing for new programs

Your contributions will help our mission to open opportunity doors through housing access programs. Make a difference and apply today!

Qualifications

- Ability to interface professionally with all levels of staff, Board of Directors, donors, volunteers, and the public
- Ability to work effectively and independently in a fast-paced, complex and changing environment
- Excellent written and interpersonal skills
- High level of passion and enthusiasm, teamwork-focused with strong customer service
- MS Office proficiency (interest in graphic design/website design a plus!)
- Strong background in social media, with an interest in website management/design
- Interest/experience in special event planning