



MAYOR BRANDON L. KING

The City of East Cleveland Summer Internship 2021

Interested candidates should send their resume to bkyle@eastcleveland.org

The City of East Cleveland, Department of Community Development provides a range of programs and services designed to strengthen the community's housing, to ensure a suitable living environment. Community Development also works to expand economic development opportunities. Community Development works with other City departments, the County, and community-based non-profit organizations to improve the quality of life for residents and businesses.

Additionally, Community Development administers the federal Community Development Block Grant (CDBG) and HOME funds awarded to the city of East Cleveland, by the U.S. Department of Housing and Urban Development (HUD).

Internship Description

The City of East Cleveland is seeking an Intern to work directly with the Community Development department staff to gain hands-on practical experience working on CDBG programs and projects. The intern will spend time working independently and collaboratively to complete assigned projects within a given timeline.

This is a paid internship (\$15.00 per hr.) and a 20-25 hour work week is preferred.

The intern will gain experience in several areas with a focus on: implementing federal funded programs including the American Rescue Plan Act/COVID-19 relief efforts,

Qualifications

- Candidate must be currently enrolled in at least their sophomore year College/University
- Working knowledge of Microsoft Office (Outlook, Word, Powerpoint, and Excel are required); Strong analytical, communication and organizational skills.
- Interest and/or coursework in Community and Neighborhood Development
- Desire to learn about city functions.
- Ability to effectively interface with all levels of personnel and management.
- Ability to work and thrive in a team environment.
- Strong problem solving skills.
- Ability to self-motivate and work productively without supervision.
- Excellent oral and written communication skills.
- Willingness to learn and adapt quickly to city practices

