



Job Title **Site Strategies Intern**

Classification **Hourly**

Reports to **Vice President, Project Management, Sites and Talent**

Date **April 2021**

JOB DESCRIPTION

Summary/Objective

Site Strategies Intern, in coordination with JobsOhio and community partners, understands, and sells the competitiveness of NEO for business investment, resulting in job creation and an increase in capital investment monies. Key duties include management of the site selection process and database. Intern will develop a deep understanding of competitive available sites and buildings in the region. In addition, the coordinator supports the site programs of JobsOhio and Team NEO.

Key Responsibilities

- Develop and execute a plan to improve ZoomProspector records in Cuyahoga County.
- Create content and assemble data for NEO RightSites marketing sheets.
- Assist in gathering ZoomProspector database information with JobsOhio, Partners, communities, and brokers.
- Provide support to the Site Strategies team for leads and projects including running searches, following up for information, matching submission format.
- Support the JobsOhio Site Authentication process in NEO.
- Research and communicate real estate trends in the industrial and office markets.
- Assist in responding to project and lead related requests for information, coordinates with the research team for data collection and supports the local partner requests.
- Support the project management team in providing relevant real estate information for potential company investments
- Participate in quarterly JobsOhio site selection team meetings
- Assist with follow up on opportunities, as appropriate, from a variety of sources.
- Participate in weekly and monthly status meetings Team NEO staff
- Represent Team NEO and JobsOhio with various groups and at meetings and events.
- Provides both proactive and reactive coaching to local economic development organizations on site searches and ZoomProspector database
- Attends site visits when appropriate and assists with coordination

Skills

Interpersonal skills and client relations are key to this role. Successful candidate is skilled in writing, grammar, and verbal communication. Highly organized, good judgment, punctual, demonstrates initiative, strong work ethic, and managerial skills required. Ability to use Microsoft Office Suite required (strong skills in Excel and Power Point preferred). Experience with Salesforce, databases (particularly real estate) and mapping programs would be helpful.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Travel

Travel is primarily in-region and to Columbus during the business day, although some early morning and after-hours travel may be expected. Having access to a vehicle is required.

Required Education and Experience

Bachelor's Degree required. Master's Degree in Public Administration, Planning, Business Administration, Economics, Communications, or related field preferred. Real estate experience a plus.

Additional Eligibility Qualifications

None noted

EEO Statement

Team NEO is firmly committed to prohibiting discrimination on the basis of race, color, sex, age, religion, ancestry, national origin, citizenship, disability, military status, sexual orientation, or genetic information throughout the employment process, from selection through termination. Team NEO expects all employees, vendors, and associates to support the nondiscriminatory policies of Team NEO.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.