

Internship Role Description For Eleven+ Scholar Applicants

Hosting Organization:	Northeast Ohio Hispanic Business Center for Economic Development		
Role Title:	Development and Communications Intern	Number of roles available:	1
Available to (select any that may apply):	High school students <input type="checkbox"/> College students <input checked="" type="checkbox"/> Graduate students <input checked="" type="checkbox"/>		
Internship Work Address:	2511 West 25 th Street, Cleveland, Ohio 44109		
Work location & office COVID protocols	All in person <input type="checkbox"/> All virtual <input type="checkbox"/> Flexible/hybrid <input checked="" type="checkbox"/> If not virtual, COVID vaccines required? <input type="checkbox"/> Masks required in the office? <input type="checkbox"/>		
If COVID distance restrictions continue, will internship proceed this summer?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Mission of Hosting Organization:	The Northeast Ohio Hispanic Center for Economic Development (NEOHCED) is committed to equitable asset building in Cleveland’s Latino, and other underserved communities, by providing economic and entrepreneurial technical assistance, training, and advocacy.		
Anticipated Start Date:	June 1, 2022	Anticipated End:	August 31, 2022
Number of weeks:	10 weeks	Hours per day:	5 - 7
Workday starts at:	Flexible	Workday ends at:	Flexible
Total number of hours per week:	20 – 25 Depending on activities/tasks. We expect accountability through two-way communication between the organization and the Intern.		
Contact Name:	Jenice Contreras, Executive Director, NEOHCED and Gladys Santiago, CV25 Capital Campaign Mgr.		
Contact Email:	jcontreras@hbcenter.org and gsantiago@hbcenter.org		
Host Org’s website:	http://www.hbcenter.org		
Internship Summary:			
<p>An internship with the Northeast Ohio Hispanic Center for Economic Development (HBC) provides a multi-faceted opportunity to engage with a 40-year-old non-profit organization focused on the economic empowerment of Hispanics. NEOHCED is the award recipient of the Ohio Small Business Development’s “Top Business Starts in 2021.”</p> <p>The Intern will specifically support NEOHCED’s CentroVilla25 Capital Campaign. CV25 will catalyze economic impact through job creation and business development, growing a thriving local economy, and creative placemaking that celebrates the Latino culture of the neighborhood. CV25 will be a top-destination place in the region. Please visit the website to learn more about the stakeholders and the individuals serving on the CV25 Host and Steering Committee, www.hbcenter.org/cv25.</p> <p>The CV25 Development and Communications Intern reports to the CV25 Capital Campaign Manager and is responsible for supporting the CentroVilla25 Capital Campaign. The specific duties/tasks will focus:</p> <ul style="list-style-type: none"> ● Social Media Engagement and Support ● Funding Prospect Research, Cultivation and/or Funding Application support ● CV25 Community Events 			
Essential Responsibilities of the Role:			
<p>The CV25 Capital Campaign Intern will be engaged in the following: Development functions include, but not limited to the following:</p> <ul style="list-style-type: none"> ● Assist with executing the CV25 Capital Campaign plan. ● Manage correspondence related to CV25 fundraising effort ● Research and identify potential fund development opportunities ● Seek potential donors, sponsors, and supporters. ● Assist in all aspects of event logistics. 			

Communication functions include, but not limited to the following:

- Help execute the CV25 communications plan
- Help conduct presentations in one on one or group settings
- Research relevant content to the greater community.
- Maintain ongoing communications through Social Media outlets.
- Assist in promoting CV25 events

NEOHCED *may* involve the CV25 Capital Campaign Intern in *Barrio Progreso*. Currently, there is a growing list of 40 small businesses interested in one of CV25's 20 kiosks. NEOHCED's *Barrio Progreso* program will provide technical assistance and expert business guidance to ensure the success of these businesses and generate the economic potential of the CV25 project in terms of *JOBS, REVENUES AND TAXES*.

Skill Development Opportunities:

Communication Skills Teamwork Adaptability Problem Solving Skills Creativity
Work Ethic Interpersonal Skills Time Management Leadership Skills

Knowledge and skills required:

- Strong written and verbal communication skills
- Demonstrated work in social media platforms/outlets, reporting skills and social media analytics
- Strong research and critical-thinking skills
- Proficient in Microsoft Office & MS365, able to manage email correspondence, organization of information and workflow
- Must be a self-starter, be able to onboard quickly, work independently and work within a team environment.

Equipment and materials will be provided. Full on-board orientation will be provided.

What does success look like for the intern at the end of the summer:

The CV25 Capital Campaign is a major and historic endeavor in the Hispanic community of Northeast Ohio and the region. **CentroVilla25** is an adaptive reuse of a vacant 32,500 square foot warehouse located at 3140 West 25th Street, Cleveland, Ohio 44109, in the Clark-Fulton neighborhood. The facility will feature twenty-two micro-retail spaces (El Mercado), commercial kitchen, business innovation center and co-working space, office space for Latino and neighborhood serving organizations, outdoor plaza, and a community space for arts & culture programming. CentroVilla25 will catalyze economic impact through job creation and business development, growing a thriving local economy, and creative placemaking that celebrates the Latino culture of the neighborhood.

The CV25 Intern will be part of achieving true community place-making; learning how a capital campaign is structure and how teamwork among individuals and institutions (public and private) is key to achieving outcomes. The total cost of the project is \$9.8M. The CV25 Capital Campaign goal is \$4.5M. This includes \$500,000 to establish an endowment to sustain operations of CV25 and the managing organization, NEOHCED. To-date, through the Quiet Phase we have raised nearly 70% of the \$9.8M goal. The project is on track to break ground this summer and hold a grand opening in the Fall, 2023.

The CV25 Intern will be involved in the Public Phase of the Campaign; community engagement is key. Adaptability is required when working with diverse populations. Today's marketing and communication is highly driven by technology but in the Hispanic community there exist a lucrative market that continues to operate using traditional methods. The CV25 intern will work with sub-teams of the CV25 Host and Steering Committee to develop message to diverse listeners and deliver said message through a variety of platforms. Assessing the reality of our reach will be revealed through friend and fundraising results. The CV25 Intern will be proud to have been part of realizing a long-standing dream of the Hispanic community and supported sustainability through the establishment the NEOHCED Annual Fund.

Other information:

CV25 Video  [CentroVilla25_Final_v3\(1\).mp4](#)

Prepared By:

Gladys Santiago

Date:

April 7, 2022