

# 2023 NREUV/PCC CSU Internship Posting

Northern Real Estate Urban Ventures, LLC /Project Community Capital® seeks a qualified, energetic candidate to join the team as an intern for the Summer of 2023 or longer.

## **About Northern Real Estate Urban Ventures, LLC**

Northern Real Estate Urban Ventures, LLC is a community development organization that is engaged in a holistic approach to real estate development in low-income communities. We are able to develop real estate projects utilizing a human-centered approach. We work with local businesses to help grow them, and we work with local residents to create economic empowerment opportunities, all while performing real estate development activities with a high level of execution expertise.

## **About Project Community Capital®**

Project Community Capital® is an economic empowerment platform that connects underserved entry-level “Ready-To-Work” individuals who have #RTA (Reliable, Trustworthy, Ambitious) to employment opportunities. PCC is an affiliate of NREUV. PCC bridges the social capital of employment decision-makers of companies with individuals in low-income communities.

PCC performs outreach, pre-screening, and our evaluation process to find the most efficient and ambitious candidates. To find these candidates, we reach out to trusted community leaders, spread the word on social media, submit proposals, and host events in the community. With your help, we aim to provide jobs to community members who are Ready-To-Work but do not have access to job openings.

## **Duties and Responsibilities**

- Perform market research.
- Assist with the acquisition and development of due diligence.
- Perform special projects/analyses for the principal executive.
- Utilizing computer technology in the delivery of the company’s work product.
- Generate reports and other documents.
- Draft communications to stakeholders, partners, and candidates.
- Assist in the identification of potential employers and initiate contact.
- Research potential employers, job training programs, and job possibilities for the PCC.
- Assist with outreach and recruitment for workforce, economic, and community development efforts.
- Contact and schedule employment candidates for interviews and confirmation of placement.
- Assist with the maintenance of the employment candidate database.
- Develop relationships with community organizations, employment agencies, nonprofits, community colleges, and faith-based organizations.
- Attract and recruit PCC platform applicants by advertising and using networking resources. Post, locate, and create content across social media platforms.
- Other duties as assigned.

## **Qualifications**

- Administrative skills
- Excellent written and verbal communication skills
- Organizational skills
- Problem-Solving skills
- Proficient in Microsoft Office Suites (Excel, Word, PowerPoint, and Publisher)
- Proficient in Google Suites (Doc, Spreadsheet, Slides)
- Willing to work some evening and weekend events as assigned
- Must be able to manage and prioritize a diversified workload
- Must have excellent email and phone etiquette
- Must display a high degree of professionalism
- Must have reliable transportation

## **Eligibility**

Current Undergraduate or Graduate students actively enrolled at Cleveland State University's Levin School of Urban Affairs.

## **Compensation**

A stipend will be provided for the internship.

## **Internship Timeframe**

Summer Internship, May-August 2023 minimum. A longer duration such as a full-year commitment is encouraged depending on the applicant's academic schedule. This internship is hybrid with the days and hours negotiable with the managers.

## **Application Instructions and Deadline**

Email a resume and/or cover letter to [asanchez@pccnetwork.net](mailto:asanchez@pccnetwork.net) and [cantonio@pccnetwork.net](mailto:cantonio@pccnetwork.net).

The deadline to apply is Monday, March 27th, at 5 pm.