



Job Title: Project Management Intern

Classification: Hourly

Reports to: Senior Director, Project Management & Site Strategies

Date: March 2024

Term: May - August 2024, potential to extend to December 2024

JOB DESCRIPTION

Summary/Objective

Project Management Intern will help grow the Northeast Ohio Region, support business investment projects, and develop insights on increasing the region's competitiveness through data analytics. In coordination with JobsOhio and community partners, the intern understands and sells the competitiveness of NEO for business investment, resulting in job creation and an increase in capital investment monies. Essential duties include managing Salesforce data for project execution from offer to closing, including data integrity of the database. The intern will develop a deep understanding of incentive negotiations and processes for growing the region's economy. In addition, the intern will conduct data analysis of the project management and site databases.

Key Responsibilities

- Support the Project Management team for leads and projects, including SalesForce data entry, application review, and following up with the client for information
- Assist in responding to project and lead-related requests for information, coordinate with the research team for data collection, and support the local partner requests
- Conduct data analysis for leadership and councils
- Assist with follow-up on opportunities, as appropriate, from various sources.
- Participate in weekly status meetings with Project Management staff
- Represent Team NEO and JobsOhio with various groups and at meetings and events
- Attends company visits when appropriate and assists with coordination

Skills

Interpersonal skills and client relations are critical to this role. Successful candidate is skilled in writing, grammar, and verbal communication. Highly organized, good judgment, punctual, demonstrates initiative, strong work ethic, and time management skills required. Ability to use Microsoft Office Suite required (strong Excel and PowerPoint skills preferred). Experience with Salesforce and/or data analysis is a plus.

Physical Demands

Must be able to remain in a stationary position 50% of the time. Occasionally may move items weighing up to 15 pounds across the office for various needs. Primarily works in an indoor office environment, however, may at times work in an outdoor environment. The ideal candidate must be able to complete all physical requirements of the job with or without reasonable accommodation.

Travel

Travel is primarily in-region during the business day, although some early morning and after-hours travel may be expected.



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**THE NORTHEAST
OHIO REGION**



Required Education and Experience

Junior or Senior college students working toward a bachelor's degree in public administration, statistics, data analysis, business administration, economics, or related field. Completed bachelor's degree and working toward a master's is preferred.

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.