



## **Civic Innovation Transforming Youngstown (CITY) 2025 Program Intern Job Posting**

**Title:** CITY Program Intern

**Reports to:** Site Coordinator & Assistant Site Coordinator

**Compensation:** \$3,520 for 8-week Program

**Program Timeline:** June 9, 2025 – August 1, 2025

**Work Schedule:** 32 Hours per week, Monday – Thursday, Paid Time Off for Juneteenth

**Location:** TBD – YSU / Downtown Youngstown

**Deadline:** April 4, 2025 | 11:59PM

### **Position Summary:**

The Youngstown State University Engineering Department and the Economic Action Group collaborate on the [Civic Innovation Transforming Youngstown \(CITY\) Internship Program](#). **We are recruiting for the position of Program Intern. There will be five positions to fill for Graduating High School students planning to attend YSU in Fall 2025. An additional 15 current YSU students will be hired. Interns will work in groups alongside their YSU and HS peers.**

The CITY program was piloted by Notre Dame and their Center for Civic Innovation, and it is funded through a grant from the National Science Foundation that will support more than 50 students from 2022 to 2025. The CITY Internship brings people from different backgrounds and sectors – educational institutions, local government, and community organizations – together to tackle the community's most challenging problems.

Interns will spend eight weeks applying their problem-solving skills to a project for the betterment of the community. Interns will be split into teams of four and will be paired with a local Community Leader who will present a community development issue for the team to develop their solution. Project topics may include neighborhood revitalization, infrastructure management, community STEM engagement, or community health & wellness.

The Economic Action Group (EAG) is a 501(c)(3) Nonprofit Organization dedicated to the revitalization and investment in the Mahoning Valley. Under the supervision of the Site Coordinator and Assistant Site Coordinator, Program Interns will work collaboratively with their team members to identify creative solutions for the community issues they will be presented with. Interns will meet regularly with their Community Project Mentor to identify their needs, review team progress, and present solutions.

The desired individual will have a passion for learning and supporting their community, be at the beginning of their professional career, and work well with peers on team projects.



**Responsibilities/Requirements:**

1. Communicate with Community Mentors to identify their needs, review your project progress, and develop solutions to identified issues.
2. Work collaboratively with your project team members: solve problems as a team, sustain a supportive atmosphere, and ensure that everyone has a role to play.
3. Manage project deliverables, data, and presentation materials with your team.
4. Develop a final project presentation, report, and associated deliverables.
5. Attend weekly professional development sessions, community engagement experiences, and project site visits.
6. Collaborate with Team Members in the management of time, priorities, and delegation of responsibilities.
7. Communicate clearly, professionally, and effectively with peers, the EAG and YSU teams, and community partners.

**Skills/Qualifications:**

1. High School Senior graduating in Spring 2025 and enrolled in YSU for Fall 2025. Preference will be given to STEM Majors, but other Majors are encouraged to apply.
2. Available Monday-Thursday from June 9 to July 31, excluding the Juneteenth federal holiday. One week of Unpaid Time Off will be allowed.
3. Interest in civic involvement, community engagement, and the Youngstown community.
4. Eager to commence your professional career through an internship experience that will build upon your academic skills, professional development, and community connection.
5. Reliable - ability to work well without constant direction or supervision.
6. High attention to detail and organizational skills.
7. Ability to handle multiple projects and have an understanding of how to prioritize tasks.
8. Excellent written and verbal communication skills.
9. Ability to collaborate with cross-functional groups.
10. Experience with Microsoft Office and G-Suite.
11. Able to contribute to the current culture and atmosphere that is warm and welcoming.

**How to Apply:**

Please send inquiries to EAG Operations Manager Daniel Bancroft with an updated resume and a document with a ~200 word essay answering the following prompt: **Why do you believe you are a good fit for this unique, community-focused program?**

**Daniel Bancroft, Operations Manager**

**Economic Action Group**

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***Equal Opportunity Employer***

*The Economic Action Group strongly encourages applicants of all backgrounds and experiences to apply.*