



YOUNGSTOWN NEIGHBORHOOD DEVELOPMENT CORPORATION



www.yndc.org



330.480.0423



820 Canfield Road, Youngstown, Ohio 44511

Owner-Occupied Repair Outreach Assistant Job Description

Title: Owner-Occupied Repair (OOR) Outreach Assistant
Work Schedule: Full-time, 40 hours per week, some evening and weekend work required
Compensation: \$22 per hour, plus benefits
Under the supervision of the Owner-Occupied Repair Client Coordinator, the Owner-Occupied Repair Outreach Assistant will complete direct outreach to potential clients, municipalities, and contractors associated with the Owner-Occupied Repair program.

SKILLS/QUALIFICATIONS

1. Three plus years of increasingly responsible experience in communication, housing, or a related field OR Bachelor's degree in communication, social work, or related field from an accredited college or university.
2. Excellent written/oral communication skills, strong interpersonal skills, and ability to utilize new technologies for communication.
3. Ability to manage relationships with municipal leaders, neighborhood residents, and contractors.
4. Comfort with going door-to-door in all local neighborhoods, completing phone calls, and meeting with diverse groups of people from many backgrounds and walks of life.
5. Comfort with walking several miles per day in all weather conditions to canvass neighborhoods.
6. Ability to follow systems, processes, and protocols to EXACT specifications.
7. Experience using Adobe Reader and Microsoft Office: Excel and Word.
8. Experience using Google functions, specifically Gmail, Calendar, Docs, and Sheets.
9. Ability to proactively solve problems with sound judgment and intuition.
10. Ability to work independently of and in collaboration with other staff of the organization.
11. Working knowledge of or ability to learn program requirements.

RESPONSIBILITIES

1. Complete outreach activities for YNDC's Owner-Occupied Home Repair programming, including property conditions surveys, mailings, door-to-door outreach, municipal meetings, and events.
2. Assist Marketing Coordinator to obtain client success interviews.
3. Identify and solicit applications from new contractors.
4. Report regularly and maintain clear communication with the Owner-Occupied Repair Client Coordinator.
5. All other tasks as assigned.

To apply, please send cover letter and resume to tsokol@yndc.org

NO PHONE CALLS PLEASE.

YNDC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.



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Youngstown Neighborhood
Development Corporation



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