



YOUNGSTOWN NEIGHBORHOOD DEVELOPMENT CORPORATION



www.yndc.org



330.480.0423



820 Canfield Road, Youngstown, Ohio 44511

Property Survey Intern

Job Description

Work Schedule: Full Time Summer Internship between the hours of 7 AM TO 5:30 PM M-Thursday

Compensation: \$18 per hour

Property Survey Interns will conduct a citywide housing quality and property conditions survey of the neighborhoods in Youngstown. The majority of work will take place in the field rather than an office setting. This will include traveling every street and conducting a parcel-by-parcel survey documenting the occupancy status and condition of every residential and commercial property in the city of Youngstown. Conditions to be identified include vacant structures, vacant structures that are clearly abandoned, and occupied structures with major exterior deficiencies. Interns will document property conditions using a mobile mapping software called Regrid.

Skills/Qualifications

1. Must have a valid driver's license and a reliable personal vehicle to use for surveying. Mileage is reimbursed.
2. Student pursuing an undergraduate degree in geography, sociology, political science, planning, or a humanities-related field is preferred but not required.
3. Good verbal and written communication skills and an eagerness to work on a project team and with members of the community.
4. Willingness and ability to walk ten miles per day or more surveying properties.
5. Willingness to conduct field work in neighborhoods throughout the city of Youngstown in various weather conditions, including rain and heat.
6. Experience using Microsoft Office applications, such as Excel and Word or Google Suite, including Docs and Spreadsheets.
7. Experience using smart phones, tablets, and mobile map software such as Google Maps or Apple Maps.

Responsibilities

1. Walk and drive every street in Youngstown and document the occupancy and condition of all commercial and residential structures with major property issues using a mobile device and Regrid mapping software. Mobile device, software, and training will be provided. Mileage will be reimbursed.
2. Follow provided maps and routes and mark off areas that have been surveyed in order to ensure the survey is completed in a systematic manner and no streets or blocks are missed.
3. Be polite and courteous to residents and neighbors while surveying their neighborhoods.
4. Check in at the beginning and end of each day with YNDC's **Neighborhood Stabilization Director** to report findings, address issues, and correct errors, including reviewing and analyzing data for quality control.

TO APPLY, please send cover letter and resume to jdaugherty@yndc.org – Attention: Jack Daugherty
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