



YOUNGSTOWN  
**NEIGHBORHOOD**  
DEVELOPMENT CORPORATION

820 Canfield Road  
Youngstown, Ohio 44511  
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Email: [info@yndc.org](mailto:info@yndc.org)  
Website: [www.yndc.org](http://www.yndc.org)

# Housing Development and Neighborhood Planning Intern Job Description

## GENERAL

- Organization:** Youngstown Neighborhood Development Corporation (YNDC)
- Background:** The Youngstown Neighborhood Development Corporation (YNDC) is a multifaceted neighborhood development organization created to catalyze strategic neighborhood reinvestment in neighborhoods throughout the City of Youngstown. The YNDC transforms neighborhoods into meaningful places where people invest time, money, and energy into their homes and neighborhoods; where neighbors have the capacity to manage day to day issues; and where neighbors feel confident about the future of their neighborhood.
- Mission:** The Youngstown Neighborhood Development Corporation is committed to improving the quality of life in Youngstown by building and encouraging neighborhoods of choice for all.
- Title:** Housing Development and Neighborhood Planning Intern
- Work Schedule:** Minimum 15 hours per week, Fall Semester 2015
- Compensation:** \$10/hour
- Academic Credit:** Intern is also eligible for academic credit at Youngstown State University per university program requirements. This is NOT required by YNDC.
- Website:** [www.yndc.org](http://www.yndc.org)
- Telephone:** 330.480.0423

Under the supervision of the Housing and Neighborhood Stabilization Directors, the Housing Development and Neighborhood Planning Intern will collaborate with a team of professional staff in the development and execution of Neighborhood Action Plans and housing development and repair processes in strategic neighborhoods throughout the City of Youngstown.

1. Bachelor's degree in business administration, finance, urban planning, social studies, real estate development, or related field from an accredited college or university.
2. High level of professional ethics.
3. Excellent written/oral communication and listening skills, and ability to utilize new technologies for communication.
4. Ability to work with key partners and manage relationships with program clients and neighborhood residents.
5. Ability to manage multiple projects/workloads simultaneously and prioritize effectively.
6. Ability to proactively solve problems with sound judgment and intuition.

## RESPONSIBILITIES

### Programmatic:

1. Assist with the research of property information including ownership research, title status, and other information critical in the process of acquiring vacant property.
2. Conduct property surveys to document condition and occupancy status.
3. Assist with logistics of housing repair and rehabilitation project processes.
4. Assist with filing and functions related to the program.
5. Assist with project prioritization and scheduling for all housing projects.
6. Establish effective working relationships among broad groups of stakeholders.
7. Assist with the coordination of Neighborhood Action Teams including communication with residents, city departments, and other key stakeholders.
8. Assist with the recruitment of volunteers to assist in completion of neighborhood planning and improvement projects.
9. Assist Neighborhood Action Teams with small block projects in accordance with neighborhood action plans.
10. Assist with all outreach in strategic neighborhoods including but not limited to: door to door canvassing, phone banking, email alerts, Facebook updates, and other collaborative communications with neighborhood groups and relevant stakeholders.

To apply, please send cover letter and resume to:

**Youngstown Neighborhood Development Corporation**  
**820 Canfield Road**  
**Youngstown, Ohio 44511**  
**Email: [ibeniston@yndc.org](mailto:ibeniston@yndc.org)**  
**Website: [www.yndc.org](http://www.yndc.org)**  
*Equal Opportunity Employer*

**NO PHONE CALLS PLEASE.**