



YOUNGSTOWN NEIGHBORHOOD DEVELOPMENT CORPORATION



www.yndc.org



330.480.0423



820 Canfield Road, Youngstown, Ohio 44511

Owner-Occupied Repair Program Assistant Job Description

Title: Owner-Occupied Repair (OOR) Program Assistant

Work Schedule: Full-time, 40 hours per week

Compensation: \$22 per hour, plus benefits

Under the supervision of the Owner-Occupied Repair Client Coordinator, the Owner-Occupied Repair Program Assistant will complete programmatic tasks including answering and making phone calls, client database maintenance, document preparation and processing, filing, and scheduling.

SKILLS/QUALIFICATIONS

1. Three plus years of increasingly responsible experience in business, housing, or a related field OR Bachelor's degree in business, social work, or related field from an accredited college or university.
2. Excellent written/oral communication skills and ability to utilize new technologies for communication.
3. Ability to manage relationships with program clients and neighborhood residents.
4. Ability to manage multiple projects/workloads simultaneously and prioritize effectively.
5. Ability to follow systems, processes, and protocols to EXACT specifications.
6. Experience using Adobe Reader and Microsoft Office: Excel and Word.
7. Experience using Google functions, specifically Gmail, Calendar, Docs, and Sheets.
8. High level of organization and detail.
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 funding requirements.

RESPONSIBILITIES

1. Assist in implementing YNDC's Owner-Occupied Home Repair programming, including fielding phone calls and emails, maintaining client database, processing client applications, preparing compliance documents, and data entry.
2. Create and maintain program, project, and client files in compliance with applicable regulations.
3. Report regularly and maintain clear communication with the Owner-Occupied Repair Client Coordinator.
4. 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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