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330.480.0423



820 Canfield Road, Youngstown, Ohio 44511

## **Real Estate Development Administrative Assistant**

### **Job Description**

**Title:** Real Estate Development Administrative Assistant

**Work Schedule:** Full-time, 40 hours per week

**Compensation:** \$22 per hour, plus benefits

Under the supervision of the Housing Director, the Real Estate Development Administrative Assistant will assist with administration of YNDC's Strategic Acquisition and Rehabilitation and New Construction housing programs.

#### **SKILLS/QUALIFICATIONS**

1. Three plus years of increasingly responsible experience in business, housing, or a related field OR Bachelor's degree in business 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 multiple projects/workloads simultaneously and prioritize effectively.
4. Ability to follow systems, processes, and protocols to EXACT specifications.
5. Experience using Adobe Reader and Microsoft Office: Excel and Word.
6. Experience using Google functions, specifically Gmail, Calendar, Docs, and Sheets.
7. High level of organization and ATTENTION TO DETAIL.
8. Ability to proactively solve problems with sound judgment and intuition.
9. Ability to work independently of and in collaboration with other staff of the organization.
10. Working knowledge of or ability to learn program funding requirements.
11. Valid driver's license and ability to be added to YNDC vehicle insurance.

#### **RESPONSIBILITIES**

1. Assist with administration of housing programs, including fielding phone calls and emails, data entry, and document preparation.
2. Create and maintain program, project, and client files in compliance with applicable regulations.
3. Assist with development and implementation of systems for housing programs.
4. Report regularly and maintain clear communication with the Housing Director.
5. All other tasks as assigned.

**To apply, please send cover letter and resume to [tsokol@yndc.org](mailto:tsokol@yndc.org)**

**NO PHONE CALLS PLEASE.**

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