YOUNGSTOWN NEIGHBORHOOD DEVELOPMENT CORPORATION

www.yndc.org 330.480.0423 820 Canfield Road, Youngstown, Ohio 44511

Real Estate Sales Team Member

Job Description

Title: Real Estate Sales Team Member
Work Schedule: Full-time, 40 hours per week, evening and weekend work required
Compensation: $52,000/year, plus benefits, 401(k) matching, Paid Time Off, Healthcare/Dental/Vision

Under the supervision of the Housing Director, the Real Estate Sales Team Member will serve as YNDC's Realtor and provide administrative support for the organization's housing programs.

SKILLS/QUALIFICATIONS

1. Ohio real estate license required. Must be willing to transfer license to YNDC's partner brokerage. Must be willing to commit to only representing YNDC and its project partners as assigned.
2. High level of organization and ATTENTION TO DETAIL.
3. Ability to manage relationships with project partners, other Realtors, lenders, and title companies.
4. Ability to follow systems, processes, and protocols to EXACT specifications.
5. Ability to manage multiple projects/workloads simultaneously and prioritize effectively.
6. Excellent written/oral communication skills and ability to utilize new technologies for communication.
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 funding requirements.
12. Valid driver's license and ability to be added to YNDC vehicle insurance.

RESPONSIBILITIES

1. Represent YNDC and its project partners as the buyer's agent on acquisition of properties that are listed for sale, including scheduling appointments, showing properties to YNDC and its project partners, writing and submitting offers, and negotiating purchases.
2. Represent YNDC and its project partners as the seller's agent on sale of properties developed by YNDC and its project partners, including listing properties for sale on the MLS, responding to Realtor and potential buyer inquiries, receiving and presenting offers, and negotiating sales. Real Estate Sales Team Member will NOT represent or show properties to any buyers.
3. Assist with administration of housing programs, including fielding phone calls and emails, qualifying potential clients, data entry, and document preparation.
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
NO PHONE CALLS PLEASE.
YNDC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.