

Trumbull County Land Bank Program Associate (Full Time)

Trumbull Neighborhood Partnership

736 Mahoning Ave NW
Warren, OH 44483

330.599.9275
tnpwarren.org

How to Apply

Application review will begin immediately and continue until the position is filled. Please submit a cover letter, current resume, salary requirements and three professional references electronically to Shawn@tnpwarren.org. Walk-ins and phone calls will not be accepted. Trumbull Neighborhood Partnership is an Equal Opportunity Employer.



Trumbull Neighborhood Partnership (TNP) is a community development organization located in Warren, Ohio that seeks to engage and empower residents and stakeholders in efforts to revitalize neighborhoods of Warren and its surrounding communities through initiatives that address and improve the quality of life.

Reports To

Reporting to and works under the direction of the Trumbull County Land Bank Program Director to disseminate that information to residents and stakeholders.

Position Description

Reporting to and working under the direction of the Land Bank Program Director, the Land Bank Program Associate is responsible for providing operational and administrative assistance and support to Land Bank programming. When necessary, the Land Bank Program Associate will also assist the Executive Director and Deputy Director in TNP programming.

Responsibilities

- Assist with the development and implementation of programming associated with greenspace and vacant land through the TCLRC
- Maintenance and update of the TCLRC website, property management software and social media platforms
- Assist with the intake, assessment, and sale of all residential side lots and vacant lots including outreach, fieldwork, and purchase agreements
- Assist residents, contractors, clients, etc. with TCLRC related questions
- Assist with intake and assessment of all residential houses and structures including outreach and fieldwork
- Handle calls related to TCLRC activity, Providing quality customer service to internal and external stakeholders and the general public



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- Conducting field inspections, evaluating and reporting on the condition and status of property
- Conducting research, collecting, analyzing, and presenting data; developing reports, presentations, correspondence, and program/project materials
- Assist in the management of service contracts and scheduling, including property inspection, maintenance, mowing, landscaping, and other contracts and vendor relationships
- Other duties as assigned by the Executive Director and the Assistant Director

Required Qualifications

- Bachelor's degree in Urban Planning or related field or related experience
- Strong computer skills
- Strong oral and written skills
- Strong writing ability and general understanding of nonprofit sector
- Ability to effectively communicate the organization's mission and vision
- Reliable transportation and ability to do field work

Preferred Qualifications

- Master's degree in Urban Planning or related field
- Previous experience in community development programming or planning
- Previous experience in vacant property reclamation efforts
- Previous experience in grant writing
- Previous experience in community engagement
- Strong familiarity with Warren neighborhoods

Personal Qualifications

- Self-motivated and self-starting
- Commitment to TNP organizational mission
- Ability to project a positive self-image
- Ability to be flexible with time based upon professional requirements
- High level of professional ethics

