HOUSING RESEARCH ASSISTANT  
Metro West Community Development Office

JOB DESCRIPTION

REPORTS TO: Housing Director

SUMMARY: The Housing Assistant is responsible for working with the Housing Director to assist with code enforcement, the Housing Committee, Housing Organizations, volunteer groups, property preservation servicers, block clubs, residents and other partners to improve the building conditions in the Stockyard, Clark-Fulton and Brooklyn Centre neighborhoods. Success of the program will depend on strong data analysis, working with community stakeholders to coordinate volunteer efforts and leveraging community assets in order to improve the housing stock.

Duties include, but are not limited to, the following:

OVERVIEW:
- Work to improve the conditions of the housing stock in the Stockyards, Clark-Fulton and Brooklyn Centre neighborhoods

RESPONSIBILITIES:
- Maintain property databases in Access and NST
- Collect and compile necessary data and evaluation requests
- Conduct property ownership research
- Assessment and survey of exterior of properties in the service area
- Track and report on foreclosures and vacant properties in the service area
- Identify and maintain communication with key property owners (including Banks and Mortgage companies)
- Provide referrals to home improvement programs
- Conduct outreach for programs including: the senior initiative, tenant/landlord resource referrals and foreclosure prevention
- Provide housing updates, property research, and general support to the SCFBC Housing Committee
- Provide support to volunteer rehabilitation projects
- Other duties as assigned

REQUIRED QUALIFICATIONS:
- Bachelor’s degree (or equivalent work experience)
- Two years experience in community organizing, social service, or nonprofit community development settings
- Computer proficiency including Word, Excel and use of the Internet
- Leadership, team building and negotiation skills
- Availability and willingness to work flexible schedule including evenings and weekends; local travel and some out-of-town travel required
- Ability to work with people of all racial, ethnic and economic backgrounds
- Ability to differentiate between community organizing and social service
- Self-motivation and an ability to work toward objectives with minimal supervision
- Ability and willingness to attend and provide information at meetings on evenings & weekends
- Good written and verbal communication skills and an ability to “think on your feet”
- Excellent writing skills and proficiency in preparing written reports and business correspondence
- Excellent oral communication and public speaking skills
- Driver’s license, insurance, and automobile in good condition
PREFERRED QUALIFICATIONS:

- Fluency in Spanish
- Knowledge of Building Codes
- Proficiency in the use of Geographic Information Systems

PHYSICAL DEMANDS

Ability to operate a computer and keyboard. Ability to operate a motor vehicle or equipment. May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to 20 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORKING CONDITIONS

Availability for extended hours during peak periods and attendance at evening and week-end meetings. Exposure to inside and outside environmental conditions. The office is located in a smoke-free facility.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Detroit Shoreway Community Development Organization. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder’s responsibility.

EQUAL OPPORTUNITY

Detroit Shoreway Community Development Organization is an Equal Opportunity Employer.

COMPENSATION

- Hourly rate is $15.00
- This is a 20 hour per week, one year position

Please e-mail, fax, or mail cover letter and resume immediately to:

Kris Harsh
Housing Director
Metro West
3167 Fulton Road STE 303
Cleveland, Ohio  44109

FAX:   (216) 961-9387
E-MAIL:  kharsh@dscdo.org

*No phone calls, please.*