



# YOUNGSTOWN NEIGHBORHOOD DEVELOPMENT CORPORATION



[www.yndc.org](http://www.yndc.org)



330.480.0423



820 Canfield Road, Youngstown, Ohio 44511

## Owner-Occupied Repair Outreach Assistant

### Job Description

**Title:** Owner-Occupied Repair (OOR) Outreach Assistant  
**Work Schedule:** Full-time, 40 hours per week, some evening and weekend work required  
**Compensation:** \$22 per hour, plus benefits

Under the supervision of the Owner-Occupied Repair Client Coordinator, the Owner-Occupied Repair Outreach Assistant will complete direct outreach to potential clients, municipalities, and contractors associated with the Owner-Occupied Repair program.

### SKILLS/QUALIFICATIONS

1. Three plus years of increasingly responsible experience in communication, housing, or a related field OR Bachelor's degree in communication, social work, or related field from an accredited college or university.
2. Excellent written/oral communication skills, strong interpersonal skills, and ability to utilize new technologies for communication.
3. Ability to manage relationships with municipal leaders, neighborhood residents, and contractors.
4. Comfort with going door-to-door in all local neighborhoods, completing phone calls, and meeting with diverse groups of people from many backgrounds and walks of life.
5. Comfort with walking several miles per day in all weather conditions to canvass neighborhoods.
6. Ability to follow systems, processes, and protocols to EXACT specifications.
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 requirements.

### RESPONSIBILITIES

1. Complete outreach activities for YNDC's Owner-Occupied Home Repair programming, including property conditions surveys, mailings, door-to-door outreach, municipal meetings, and events.
2. Assist Marketing Coordinator to obtain client success interviews.
3. Identify and solicit applications from new contractors.
4. Report regularly and maintain clear communication with the Owner-Occupied Repair Client Coordinator.
5. All other tasks as assigned.

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

**NO PHONE CALLS PLEASE.**

**YNDC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.**



@youngstownndc



Youngstown Neighborhood  
Development Corporation



@youngstownndc