

WESTERN RESERVE LAND CONSERVANCY
THRIVING COMMUNITIES INSTITUTE
JOB DESCRIPTION
VACANT PROPERTY SURVEY ASSISTANT

**TEMPORARY POSITION FOR THE PERIOD
AUGUST-OCTOBER, 2018**

Summary:

Western Reserve Land Conservancy's Thriving Communities Institute will conduct a survey of properties in numerous neighborhoods within the City of Cleveland to assess the occupancy status and condition of each parcel located within the project area. Results of the survey will be used by city and county officials, and others, for developing strategies for neighborhood revitalization.

Key Areas of Responsibility:

Team members will view each property from the sidewalk or street, record whether a structure exists on the property and whether the structure is occupied or unoccupied. Vacant structures will be noted as secured (boarded) or unsecured. Additional criteria requested by the city will be recorded. Survey assistants will rate the condition of the structure based on specific characteristics, and will use a mobile device to record property data and photograph the structure. Data and pictures will be uploaded to a remote server.

Required Education, Experience, Capabilities:

Applicant must have a high school diploma or GED certificate and be familiar with the use of mobile devices such as iPads, tablets and/or smart phones. Ability to follow written and verbal instructions is critical.

Applicant must be available for work from 8 a.m. to 4 p.m., Monday through Friday, excluding legal holidays, for the length of the survey. He/she must have dependable transportation, be able to navigate through their assigned area, walking several miles per day, and be willing to work outdoors in various weather conditions.

Applicant must be able to work well with a team, take instruction from a project lead and work independently in small groups.

Applicant must be able to locate a specific property using street address and parcel number. He/she must have the skills to consistently assess the condition of the structure based on printed guidelines, record information on a mobile device, photograph each structure and upload data to a central server.

Preference will be given to those applicants who reside in the area of the survey or have ties to the community.

Vacant property survey assistants will be paid biweekly at a rate of \$10 per hour, 35 hours per week (unpaid lunch) through Minute Men employment.

Interested parties should apply by e-mail to irobb@wrlandconservancy.org. A resume and/or letter stating qualifications for this position must be included. Qualified candidates will be contacted for a personal interview. No phone calls, please.