



## SLAVIC VILLAGE DEVELOPMENT

Slavic Village Development (SVD) is a non-profit community development corporation located on the southeast side of Cleveland. SVD works with and for its residents, businesses, and institutions to promote civic engagement, community empowerment, & neighborhood investment.

### JOB DESCRIPTION

**Position:** Housing Development Intern

**Location:** 5620 Broadway Avenue #200, Cleveland, Ohio 44127

**Status:** Part-time, 10-15 hours per week

**Salary:** \$10 - \$12 per hour

**Duration:** Fall Semester 2018

**Reports To:** Housing Development Officer

#### Responsibilities:

- Neighbors Invest in Broadway:
  - Assist with advertisements and online marketing of available homes
  - Show properties to potential buyers
  - Assist with evaluation of applicants
  - Identify, research, evaluate, and acquire homes to include in the program
  - Explain the program and its purpose to potential buyers and interested parties
- The Slavic Village Recovery Project:
  - Assist with property research and data collection for property acquisition
  - Locate current property owners and send letters
  - Assist with the preparation and execution of purchase agreements
  - Engage in weekly meetings regarding strategies to clear titles of vacant homes
  - Identify and negotiate with lien holders

#### Qualifications:

- Currently enrolled in Bachelor's program or higher, preferably in urban planning, real estate, marketing, or housing
- Interest in and appreciation for the urban environment and historic homes
- Excellent verbal and interpersonal skills
- Ability to work as part of a team
- Proficient with Microsoft Office

Please send resume and cover letter to [staciap@slavicvillage.org](mailto:staciap@slavicvillage.org).