Projects Specialist


Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m. 1 hour paid lunch break, and two 15-minute paid breaks daily. Land Bank-supplied laptop & opportunities for remote work.


Retirement: 401(k) equivalent plan, with up to 7.5% employer contribution match.

Paid Time Off: 15 days of paid sick time off for employee illness earned annually. 10 days of paid vacation time off earned annually. 10 days of paid personal time off, pro-rated annually. 12 paid holidays.

FLSA: Non-Exempt.

Introducing the Land Bank

The Lucas County Land Bank is a non-profit organization working to build and strengthen our community’s neighborhoods. Since our founding 13 years ago, the Land Bank and its energetic staff have renovated ~1000 abandoned properties, demolished thousands of blighted buildings, and improved quality of life & increased property values throughout our community.

Our Building Neighborhoods strategic plan puts a special emphasis on the three areas that make every neighborhood successful – land, buildings, and people. This position will help carry out this strategic plan by working closely with our Board of Directors and team.

Our dedicated and fun-loving team works closely with partners to make a difference in neighborhoods. Our team is energetic, friendly, and hard-working, and we seek a new team member who will fit well into that culture.

Join the movement to rebuild our neighborhoods!
**Position Summary**

The Projects Specialist is a professional who works under the direction and supervision of the President & CEO and Senior Vice Presidents to provide support to the Land Bank’s property planning & acquisition, demolition, development, and disposition projects with high attention to detail.

The most attractive candidate will have training or experience in real estate transactions, paralegal services, or community development work. The Projects Specialist will have the opportunity to use this training and experience to specialize in project areas that are a critical focus of the Land Bank’s work.

The Projects Specialist will also provide support to a variety of interesting and dynamic re-development activities of the Land Bank, including beautification and greening projects on vacant lots, stabilizing investments in buildings to preserve value, move-in ready renovation work on formerly abandoned homes, and blight-elimination through demolition, both of residential and larger commercial and industrial buildings.

**Duties**

- Under the supervision of the President & CEO, & Senior Vice Presidents, provides support to the Land Bank’s property planning & acquisition, demolition, development, and disposition projects with high attention to detail.

- Assists with all aspects of real estate transactions, including the acquisition of vacant & abandoned properties, and the disposition of these properties back into private ownership.

- With ongoing guidance, develops specialized skill sets related to the Land Bank’s mission and strategic goals and performs those skills to support ongoing projects and the rest of the Land Bank team.

- Ensures that all project files are up to date in the Land Bank’s information systems.

- Successfully uses the Land Bank’s project management tools, including a customized property management software program, Excel spreadsheets, and Slack.

- Assists in the preparation of key documents and instruments in support of the Land Bank’s projects and programs.

- Assists with providing professional, service-oriented reception to all those who contact the Land Bank seeking information.

- Participates in ongoing outreach and relationship building with residents, key community organizations, and relevant stakeholders regarding the Land Bank’s mission and projects.

- All additional duties as assigned.
**Expected Qualities and Skills**

- Demonstrated commitment to the mission of the Lucas County Land Bank.
- Experience with real estate, including acquisition, deed conveyance, donations, title examinations, appraisal, financing, planning and zoning, and other relevant aspects of real estate transactions.
- Proficient skills with office software, including Microsoft Office and Excel, web-based software programs, and Slack.
- Knowledge of Lucas County’s communities, including neighborhoods within the City of Toledo. Culturally-appropriate experience working with people from all socio-economic classes and backgrounds.
- Exemplary organizational skills, persistent and excellent follow-through, and strong ability to work well with others.
- Resourceful problem solver with high attention to detail.
- Ability to meet deadlines, use time efficiently, prioritize work obligations, and work independently and effectively as a team member.
- Ability to handle difficult situations and conflicts with a positive attitude and professionalism.
- Ability to maintain a professional, positive image within the community and with residents, vendors, elected officials, and other staff members.

**Minimum Qualifications:**  
A high school degree or G.E.D. equivalent, and at least three years of prior work experience in a legal setting, real estate office, community or economic development organization, public sector department, or a business that is relevant to the Land Bank’s work.

Must secure or maintain the office of a notary public in Ohio in good standing.

A valid driver’s license and a personal vehicle are available to use for business operations.

**Preferred Qualifications:**  
An Associate’s or Bachelor’s degree (or higher) in pre-law, paralegal studies, business administration, community development, economic development, or a relevant field.

The Lucas County Land Bank is an equal opportunity employer.