



## **Vacant Property Coordinator Job Description**

### **General Overview:**

The Vacant Property Coordinator is an integral part of the daily operations of the Wilkinsburg Community Development Corporation (WCDC). This position focuses on providing strategic oversight and day-to-day management of the WCDC's land recycling activities. This role will involve direct interaction with residents and other community stakeholders. The Vacant Property Coordinator will also interface with Wilkinsburg Borough and Wilkinsburg School District staff and elected officials. The position requires attendance at all WCDC staff meetings, related committee meetings, and some board meetings. Some of these meetings may be in the evening or on weekends.

**Type:** Full-time

**FLSA:** Exempt

### **Essential Functions:**

#### Community Outreach & Assistance

- Document and assist inquiries from individuals interested in acquiring properties.
- Assist with the creation of materials and other resources to help interested individuals understand the process of acquiring vacant properties.
- Assist prospective property owners with acquisition process through the Vacant Property Revitalization Program (VPRP) or other available programs.
- Assist individuals interested in utilizing the available tax incentive programs.

#### Strategy & Policy

- Research and make policy recommendations regarding strategies that address potential displacement of residents and business owners.
- Update vacant property database, including site-specific policy recommendations.
- Collaborate with Borough staff to incorporate updates from code enforcement and/or Borough engineer records.
- Support WCDC revitalization strategies by incorporating neighborhood goals into vacant property disposition efforts.
- Prepare reports and summaries that reflect current status and trends regarding vacant property in Wilkinsburg.

### **Required Knowledge, Skills, and Abilities:**

- Knowledge of state and local laws, policies and procedures as they relate to the disposition of vacant and/or tax delinquent properties.
- Awareness of best practices nationally regarding vacant property.
- General office software, particularly the Microsoft Office Suite and use of databases.
- Knowledge regarding geographic information systems is a benefit.
- Familiarity with RealSTATS and mapping software like GIS is a plus.

- Ability to work effectively in a fast-paced, open-office environment.
- Ability to communicate effectively in both written and verbal form.

**Education:**

Bachelor's degree in Urban Studies, Public Administration, Business Administration, Public Policy or a related field at an accredited institution is required. A master's degree is preferred.

**Experience:**

One to three years of relevant work experience is required.

**Reporting Relationship:**

This position reports directly to the Executive Director.

**Salary:** \$45,000

Please submit cover letter and resume to [resumes@wilkinsburgcdc.org](mailto:resumes@wilkinsburgcdc.org) by March 5<sup>th</sup>.

*The Wilkinsburg Community Development Corporation is an Equal Opportunity Employer*