CUYAHOGA LAND BANK

REAL ESTATE DEVELOPMENT ASSISTANT

Help transform Cuyahoga County - one project, one neighborhood, and one home at a time.

For more than 15 years, the Cuyahoga Land Bank has been a national leader in community revitalization - strategically acquiring, demolishing, renovating, and redeveloping thousands of properties to generate more than $3.6 billion in economic impact and improve quality of life across our county.

Position Overview: The Cuyahoga Land Bank is seeking a highly organized Real Estate Development Assistant to help keep development projects moving behind the scenes. Reporting to the Director of Real Estate Development, this role coordinates the administrative and logistical details that are essential to successful projects - including utilities, invoices, permits, vendor communication, project documentation, and property support. The ideal candidate enjoys keeping many moving pieces organized, takes pride in getting the details right, and wants their work to contribute directly to neighborhood redevelopment throughout Cuyahoga County.

What You'll Do:

- Coordinate utility accounts, installations, relocations, billing issues, and related timelines for rehabilitation and new construction projects.
- Review and process department invoices and maintain accurate, organized project documentation.
- Coordinate permits, lien waivers, appliances, maintenance work, and other project needs with contractors and vendors.
- Serve as a responsive point of contact for builders, contractors, vendors, and utility companies.
- Support building and property needs, including cleaning, repairs, security, landscaping, and general maintenance.
- Help track department communications, deadlines, and follow-up so projects continue moving forward.
- Support department events, site needs, and special projects as needed.

What We're Looking For:

- Approximately 1+ year of administrative, office support, project coordination, or similar experience preferred.
- Strong organizational skills and the ability to manage multiple tasks, deadlines, and active projects at once.
- Excellent attention to detail and a commitment to accurate, timely work.
- Clear, professional written and verbal communication skills.
- Comfort working independently and taking ownership of follow-up.
- Proficiency with Microsoft Word and Excel and the ability to learn new systems quickly.
- Experience with invoice processing, vendor coordination, real estate, property management, construction, or community development is a plus.
- An associate's or bachelor's degree is preferred but not required; equivalent professional experience will be strongly considered.

The Details: Full-time, exempt, onsite position generally working Monday through Friday, 8:30 a.m. to 5:00 p.m. The role includes a combination of office and occasional project-site work and local travel.

Why Join the Land Bank: Meaningful work that directly improves neighborhoods and residents' lives, a collaborative and mission-focused culture, competitive compensation and outstanding benefits, and the opportunity to support development projects that return properties to productive use throughout Cuyahoga County.

The Cuyahoga Land Bank is an Equal Opportunity Employer.

Compensation Range: $45,000-$50,000 annually

To apply, please email your resume and cover letter to careers@cuyahogalandbank.org.

We kindly ask that applicants refrain from calling regarding this position; all inquiries and applications should be submitted through the application process outlined above.