

Tri-COG Land Bank Project Coordinator

Salary Range: \$37,500 - \$42,000

Reports to: Executive Director

The Tri-COG Land Bank was established in January 2017. Our mission is to mitigate blight and stimulate economic development by transferring properties that are vacant, abandoned, and tax delinquent back to productive use that benefits communities. We are looking for an exceptional individual to coordinate the operations of the organization. This will require administering property transactions, analysis of Land Bank operations, and community outreach efforts.

- Review applications for property acquisition to evaluate feasibility, costs, impacts and outcomes.
- Review credentials of applicants and facilitate the disposition of properties to interested and eligible purchasers.
- Prepare specialized maps and other graphics using Esri products Geographical Information Systems.
- Analyze and report on data related to market conditions and Land Bank intervention impacts.
- Respond to inquiries from the public and members regarding Land Bank activities and land use opportunities.
- Prepare memoranda on Land Bank activities and transactions
- Maintain accurate property and project data and report status on a regular basis
- Work with the Project Manager to analyze and improve Land Bank operations.
- Update and maintain the organization's website.
- Develop communications materials including, e newsletters, annual reports, and maintain social media accounts.
- Represent the Land Bank at meetings, workshops, conferences, etc. when necessary.
- Other projects as assigned

SKILLS/QUALIFICATIONS:

- Bachelor's degree from an accredited college or university, and/or minimum of two 2 years of experience in local government or community development.
- Working knowledge of Esri products and geographical information systems is required.
- Solid organizational and time management skills
- Aptitude for customer service
- Ability to work collaboratively as well as independently
- Ability to be clear and concise with multiple audiences
- Superior organizational skills; ability to set priorities and work on multiple projects simultaneously
- Strong communication skills: oral, written, proofreading, editing, and presentation