



JOB ANNOUNCEMENT for Layton Boulevard West Neighbors, Inc

POSITION: Real Estate and Construction Specialist (Bilingual preferred – Engl/Spanish)
REPORTS TO: Director of Real Estate Development/Executive Director
STATUS: Part-time (20 hours per week)
SALARY: \$15-19/hr, based on experience and qualifications

Layton Boulevard West Neighbors, Inc. (LBWN) is an innovative community development corporation building strong and healthy neighborhoods in Silver City, Burnham Park, and Layton Park. Founded by the School Sisters of St. Francis in 1995, LBWN has leveraged more than \$47 million in neighborhood improvements. Since this time, LBWN has grown in size, budget and impact as a Wisconsin leader of community and economic development.

LBWN seeks a detail-oriented Real Estate and Construction Specialist for its Turnkey Renovation Program and other Real Estate Developments. The Turnkey Renovation Program transforms vacant, blighted residential properties into newly renovated homes. These homes are renovated to retain their historical charm, add modern-day amenities and increase energy efficiencies. Upon completion properties are either sold as an affordable homeownership option or retained as quality, affordable rental housing. The Real Estate and Construction Specialist will learn all aspects of the Turnkey program over time and be responsible for ensuring all LBWN properties (Turnkey and others) are maintained and secure throughout the development process. This position has the potential to grow into full-time for a highly qualified applicant.

Turnkey Renovation Program:

- Coordinate planned construction activities and monitor construction performance of hired contractors
- Coordinate and work with volunteers on community projects
- Coordinate access to properties for contractors, inspectors, utility company, Realtors, etc
- Facilitate contractor meetings and bid conferences
- Maintain contractor files to ensure all are current on licensing, insurance and tax reporting
- Start, monitor, and stop services for all properties as needed (e.g. insurance, utilities, security, etc)
- Monitor utility bills before, during and after construction to identify energy reductions and savings
- Assist Director of Real Estate Development with creating a scope of work for newly acquired properties, coordinating contractor selection processes and scheduling construction
- Learn processes and administrative requirements related to affordable housing, project subsidies and grant funding

Property Management:

- Respond to tenant requests and maintenance issues promptly
- Assess and plan for long-term maintenance needs of properties
- Perform minor repairs and maintenance
- Select and oversee maintenance and repair contractors as needed
- Coordinate access to properties as needed

Other:

- Participate in staff and board meetings as needed
- Perform other duties as assigned

The ideal candidate has the following strengths:

- Two years minimum of real estate, construction and/or housing development experience
- Has lived experience or formal education in Urban Studies, Urban Planning, Real Estate, or Construction Management
- Excellent attention to detail and sense of proportion, scale and design
- Knowledge of construction processes, including building codes and municipal requirements
- Experience working with diverse populations
- Excellent problem solving skills and strong ability to think on your feet

- Excellent oral and written communication skills
- Ability to multi-task with a strong sense of meeting deadlines and follow-up
- High degree of professionalism and initiative
- Exceptional organizational and time management skills
- Bilingual in English and Spanish preferred

Application materials will be reviewed Monday, March 4; however, position will remain open until filled. Please send resume, cover letter and three references to:

Brianna Sas-Pérez, Executive Director | Layton Boulevard West Neighbors, Inc.
brianna@lbwn.org | www.lbwn.org

**LAYTON BOULEVARD WEST NEIGHBORS, INC. IS AN EQUAL OPPORTUNITY EMPLOYER AND DRUG FREE
WORKPLACE**