

### **HCLT Assistant**

**Hough Community Land Trust.**, Launched in 2019 and established in 2021, is a non-profit organization. The resident-led organization works to ensure long-term real estate affordability while supporting racially and economically inclusive ownership and access in the Hough community. To protect against the destructive effects of gentrification, the land trust buys and leases land to developers after negotiating community benefit agreements. Our mission is to Improve the quality of life for present and future residents of the Hough neighborhood through our long-lasting ownership of land, careful community guidance of development, and responsible stewardship of lands and buildings.

**Status:** Part-Time

**Reports To:** Real Estate Portfolio Manager

**Purpose:** To provide administrative support to the Hough Community Land Trust (HCLT), under the guidance of New Village Corporation Capital Corporation (NVC), by coordinating and managing related initiatives and projects.

**Key Responsibilities Include:** Duties for Neighborhood Progress, Inc. (NPI) and its subsidiaries VCC and NVC:

- Scheduling HCLT meetings with the Board and getting logistics arranged (e.g., virtual links and/or on-site arrangements as warranted), to include managing Doodle Poll scheduling as necessary.
- Following up with HCLT Board members to confirm attendance and ensure quorum.
- Distributing Board minutes and agendas prior to each HCLT meeting (Board and/or Committee).
- Drafting Board meeting and/or Committee meeting minutes for each meeting.
- Filing and organizing Board meeting notes and other HCLT documents in the HCLT Google Drive.
- Assisting with real estate research or other research assignments as needed.
- Other duties as assigned.

**Qualifications:**

- Proficiency in the use of IBM-compatible computers in a Windows environment required.
- Excellent knowledge of MS Office Professional (MS Word, Excel, & PowerPoint).
- Excellent communication, organizational and time management skills.
- Effective listener and observer
- Ability to prioritize multiple tasks.

**Hours of Work:**

The job will be a minimum of ten hours but no more than fifth-teen hours per month. Pay will be \$15/hour. Days will vary.

**Apply**

Apply Interested applicants should provide a cover letter and resume to [careers@clevelandnp.org](mailto:careers@clevelandnp.org).