



## AmeriCorps VISTA Position Announcement



The Genesee County Land Bank Authority (GCLBA) in partnership with the City of Flint and United Way seeks to hire an AmeriCorps VISTA member to support implementation of the City of Flint master plan. The member will be posted at the Genesee County Land Bank Authority (GCLBA) to support the Planning and Neighborhood Revitalization Team in their work to support and encourage vacant property maintenance and return properties to productive use in alignment with the master plan.

The Genesee County Land Bank Authority is a government body formed in 2004 to take advantage of state legislative changes granting communities with access to tools to return tax foreclosed properties to productive use. The Land Bank works closely with community partners to eliminate blight, demolish dangerous structures, clean and green vacant lots, renovate houses for sale and rent, and provide affordable housing. For additional information about the Genesee County Land Bank go to: [www.thelandbank.org](http://www.thelandbank.org).

Details on the job responsibilities, desired characteristics, requirements and compensation are provided below.

### **RESPONSIBILITIES:**

#### **1) Build capacity for the Genesee County Land Bank**

- Create materials, systems, and processes related to Master Plan implementation to increase the Genesee County Land Bank's ability to contribute to carrying out the Master Plan.
- Provide a wide range of data to create maps for use with grant requests demonstrating the need and justification for funding and provide a graphic depiction of proposed interventions.
- Provide GIS mapping and data analysis for use with program operation and evaluation.
- Track progress towards the Master Plan implementation and assist in identifying areas of future efforts.
- Create connections between the Land Bank, Planning Departments, Blight Division and all City of Flint VISTAs to foster collaboration on shared projects.
- Connect the Land Bank to other national service resources, including Flint Urban Safety Corps, Flint Community School Corps, NCCC, and other City of Flint VISTAs.

#### **2) Build the capacity and systems for the GCLBA's Lots Available Program**

- Seek to sell/rent vacant lots throughout the city to community groups and individuals, so they may beautify, maintain, and use them as green spaces.

- Provide outreach to residents about opportunities to lease, and purchase vacant lots through the city with a strong focus on the City of Flint's Neighborhood Planning areas. Attend and provide information about Land Bank program during the City's neighborhood planning area meetings.
- Build and support systems that review, approve, and maintain vacant property lease agreements.
- Engage residents in using the Flint Property Portal to identify properties to lease lots in alignment with the City of Flint Master Plan.
- Conduct an annual evaluation of all leased properties and provide recommendations.
- Build and support systems that track GCLBA lease agreements.
- Coordinate with the City of Flint Blight Office, Clean & Green program staff, and the GCLBA's property maintenance manager to address issues on vacant properties as identified by residents and those leasing properties.

### **3) Build capacity of the Genesee County Land Bank's Clean & Green program**

- Map all Clean & Green community maintenance for nearly 25,000 properties within the City of Flint using the newly created Flint Property Portal website.
- Create systems that track reports submitted by Clean & Green participants and analyze the data using ArcGIS and Microsoft Excel, to help assess program operation.
- Complete site assessments to confirm the maintenance of vacant properties throughout the city of Flint.
- Build and support systems that track Clean & Green program progress and outcomes.
- Track progress, create reports, and share the story of successes of the Clean & Green program.

### **4) Build Capacity of the Flint Property Portal**

- Update the property portal based on data collected from residents.
- Perform site visits to ensure information collected is accurate. Correct any information that needs to be updated.
- Inspect site photos, and update ones that are old or low quality.
- Collaborate with other City of Flint Master Plan Implementation VISTAs to coordinate logistics of capacity building efforts.
- Conduct outreach to residents about the Flint Property Portal, and encourage resident use.

*Additional duties as requested by the GCLBA.*

## **REQUIREMENTS/QUALIFICATIONS:**

- A Bachelor's Degree in urban planning, public policy or a related field OR an equivalent amount of relevant work experience and education.
- Proficiency in modern mobile devices and computer software including Windows 7 Microsoft Office suite, especially excel
- Excellent organizational skills and exceptional attention to detail is a must.
- Understanding of and experience working with Access 2010 and/or similar data management systems preferred
- Experience in engaging with Flint residents and community-based groups to positively change Flint neighborhoods
- An understanding of community development plans and programs in Flint, including the *Imagine Flint Master Plan for a Sustainable Flint* and the *Beyond Blight: City of Flint Comprehensive Blight Elimination Framework*
- An understanding of the history, mission, and efforts of the Genesee County Land Bank Authority
- An understanding of property conditions in Flint

## **DESIRED CHARACTERISTICS:**

- Strong organizational skills
- Strong written and verbal communication skills
- Strong data management, analysis and problem solving skills
- Demonstrated capacity to work well with diverse populations
- Willing to perform a variety of tasks including data entry and file management
- Work at a high level of intensity

## **TERM OF EMPLOYMENT AND COMPENSATION:**

This is an AmeriCorps VISTA supported position and would follow standard VISTA program benefits including educational awards, living allowance, student loan deferment, health coverage, on-site job training, relocation allowance and childcare assistance (if eligible)

## **CONTACT:**

**Please submit resume and cover letter by April 8<sup>th</sup> 2019 by 3:30pm**

### **By mail:**

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### **By email:**

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Attn: AmeriCorps VISTA  
Position