



**POSITION ANNOUNCEMENT**  
**Genesee County Land Bank Authority**  
*An Equal Opportunity Employer*

**Position Title:** Summer Planning Team Associate  
**Opening Period:** June 10, 2022 to September 2, 2022  
**Wage:** Non-Exempt Hourly  
**Contact:** Christina Kelly, Director of Planning and Neighborhood Revitalization  
452 S. Saginaw St. Second Floor  
Flint, MI 48502  
[ckelly@thelandbank.org](mailto:ckelly@thelandbank.org)

**About the Department:**

The Genesee County Land Bank Authority (Land Bank) is driven by its mission, “to restore value to the community by acquiring, developing and selling vacant and abandoned properties in cooperation with stakeholders who value responsible land ownership.” Since forming in 2004, the Land Bank has acquired and repurposed thousands of properties in Genesee County through a variety of strategies. The Lots Available Program at the Land Bank gives residents, businesses, churches, and community groups an opportunity to take “ownership’ of vacant and abandoned land and transform it into a community asset.

**Responsibilities:**

Associate will perform the following functions:

- Gather data and information in preparation for a \$45.3 blight elimination program to facilitate contracting and sub-contracting with local and minority/women owned businesses.
- Use internal Land Bank surveys contained within the Flint Property Portal ([www.flintpropertyportal.com](http://www.flintpropertyportal.com)) to identify and evaluate properties with potential for environmental concerns in coordination with our partners at the Department of Environment, Great Lakes and Energy (EGLE).
- Use public surveys in the Flint Property Portal to update property condition information to better position properties for sale or demolition.
- Capture short video and photos for social media posts around community-based greening and blight elimination campaign. Edit existing video from our State of the Land Bank address to create short videos for posting.
- Assist with evaluations of community-based maintenance program including Clean & Green and Lease/Adopt a lot.
- Provide assistance to community-based groups as needed.
- Provide additional support to the Planning and Neighborhood Revitalization Team as needed.
- *Optional/Additional tasks if applicant has GIS training. Create a community resource layer using ArcGIS software with locations of public institutions across the city that are important for*



*residents and healthy neighborhoods. Including but not limited to – community resources, food security resources, family resources, medical centers and enrichment centers.*

**Qualifications:**

- High school diploma and courses in related field preferred.
- Applicants should be self-motivated, creative, disciplined and exhibit a demonstrated interest in the real estate industry
- Desire to work for a public service agency
- Ability to use Microsoft Office, computers, and associated software
- Ability to perform detailed functions involving written and computer data
- Detail-oriented and highly organized
- Ability to work independently and collaboratively
- Optional – ArcGIS experience

**To Apply:**

Please send a copy of resume, cover letter and application to [jobs@thelandbank.org](mailto:jobs@thelandbank.org).

*The Genesee County Land Bank Authority is an at-will and inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.*

*\*\*\* If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job online as a result of your disability. You can request accommodations by contacting Human Resources at [HR@thelandbank.org](mailto:HR@thelandbank.org).*