



POSITION ANNOUNCEMENT
Genesee County Land Bank Authority
An Equal Opportunity Employer

Position Title: Summer Real Estate Transaction Associate
Opening Period: May 11, 2022 to June 3, 2022
Wage: Non-Exempt, Hourly
Contact: Alexandria Riley, Sales & Development Director
452 S. Saginaw St. Second Floor
Flint, MI 48502
ariley@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:

Under the direction of the Sales & Development Director, the Summer Real Estate Transaction Associate will perform the following functions –

- Assist with the review and approval of vacant property disposition and lease and adoption agreements.
- Assist residents and community members in using the Flint Property Portal to identify properties to lease and adopt lots in alignment with the City of Flint Master Plan.
- Identify interest for purchase and cross reference lot lease and adoption interest and prioritize purchase applications.
- Ensure database is updated with accurate information regarding agreements.
- Update status on existing lot leases and adoptions.
- Close out files with expired interest.

Qualifications:

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- High school diploma required.
- 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

To Apply:

Please send a copy of resume and cover letter to 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 HR@thelandbank.org.*