



Middle Neighborhoods Operations and Compliance Administrator

Cleveland Neighborhood Progress (CNP) was founded in 1988 to serve the unique role of a local community development funding and support intermediary for community development corporations (CDCs), and it is a vital partner to Cleveland's community revitalization efforts. In 1991 and 1992, the New Village Corporation (NVC) and Village Capital Corporation (VCC) subsidiaries, respectively, were established to further real estate development and lending in the neighborhoods.

CNP believes that CDCs are the best instruments to drive neighborhood revitalization. They are trusted partners in neighborhoods - closest to residents and small businesses, and they exist beyond the lifecycles of individual actors and political systems, allowing them to balance the immediate and long-term needs of neighborhoods. CNP's mission is to strengthen the community development ecosystem to foster the equitable revitalization of Cleveland's neighborhoods.

Purpose

The Middle Neighborhoods Administrative Assistant (MNOCA) will act as a supportive administrator for the Middle Neighborhoods Initiatives (MNI) regarding real estate operations, fiscal management, and construction compliance efforts. These responsibilities reflect the critical administrative and fiscal management of MNI objectives.

The MNOCA will act closely with, and report to, the Director of Middle Neighborhoods Program.

Key Responsibilities

- Coordinate with Vice President of Real Estate and Director of Middle Neighborhoods Program
- Adherence to the City of Cleveland's Office of Equal Opportunity (OEO) standards and contractual obligations for reporting
- Assist MNI Construction Manager to process payments, meet OEO objectives and reporting with the Director of the MN Program
- Assist the CM if assets require additional maintenance or security implementation
- Execute service provider and contractor selection, monitor performance, and payment
- Coordinate with contractors to ensure utility connections are resolved
- Provide timely and accurate analysis of projects, processes, and reports as required
- Coordinate with Accounting to ensure successful utility accounts management
- Develop a Standard Operating Procedures Manual for OEO reporting



Preferred Qualifications

- Proven success in easing administrative burdens for team members
- Working knowledge of City of Cleveland Office of Equal Opportunity Standards
- Experience with CRM systems such as Salesforce
- Excellent written, verbal, and interpersonal skills
- Excellent project management skills
- Passion for CNP's mission, a commitment to equity, and a genuine desire to make a positive impact in Cleveland neighborhoods

Additional Information

- Hourly Range - \$18 to \$22 per hour
- Part-Time or Independent Contractor status
- Up to 24 hours per week
- Flexible, remote work options

Apply

Interested applicants should provide a cover letter and resume to careers@clevelandnp.org.