



**Northwest Neighborhoods CDC**

6516 Detroit Avenue, Suite 1  
Cleveland, OH 44102-3057  
216-961-4242

**Weekend & Evening Property Attendant**

**Position Description:**

As a community-led organization, Northwest Neighborhoods equitably fosters diverse, vibrant neighborhoods that are physically and socially connected, where anyone can thrive. Our service area (West 45th to West 117th Streets, north of I-90) includes Cleveland's Cudell, Detroit Shoreway, and Edgewater neighborhoods.

Northwest Neighborhoods is seeking a responsible individual to serve as the Weekend & Evening Attendant Position. This is a key part of the organization's property services team. This individual will work both independently during evenings and weekend as well as part of a broader team to support the entire Northwest Neighborhoods property portfolio. The portfolio consists of 15 buildings offering both affordable housing as well as retail space, all within a three mile radius.

The ideal candidate is committed to excellence in their work, has an understanding of a trauma informed approach and can clearly communicate with diverse audiences. The candidate should be a problem-solver, good listener, and empathetic.

The weekday hours for this position will typically be Tuesdays – Fridays 4pm-11pm & Saturday and Sundays 2pm-8pm. Attendance at regular (two mornings per month) all staff meetings is also required. Mandatory professional development and role specific education sessions will be scheduled accordingly.

**Responsibilities:**

- Travel to each physical site location for building walkthroughs on a daily basis
- Ensuring common spaces are clean and welcoming
- Bagging and removal of trash to designated receptacles as needed
- Provide excellent support to residents and visitors
- Ensure safety protocols are followed
- Perform light maintenance tasks as needed, such as light bulb changing
- Address any issues or emergencies that arise, within organizational policies
- Monitor and patrol premises to ensure security of doors, windows, and gates
- Respond to alarms and investigate disturbances
- Ensure that all visitors are authorized
- Maintain a shared daily log of all security incidents and activities
- Provide first aid or support emergency services when necessary
- Attend regularly scheduled property services team meetings
- Deliver tenant notices and periodically assist with bus pass distribution

- Assist with special projects correlated to property services work
- Other duties as assigned

**Minimum Qualifications:**

- Ability to work independently and as part of a cohort/collaborative team.
- A valid State of Ohio Driver's License is required.
- Reliable transportation to conduct work is required.

**Preferred Qualifications:**

- First Aid/CPR
- Proficiency in Spanish; ability to read, write, and speak Spanish.
- Trauma informed care training
- Mediation or conflict resolution certification

**Training and Support for Weekend & Attendant:**

We are committed to giving professional development opportunities to the hired candidate that will help them accomplish certain goals. Trainings will include, but are not limited to:

- Within first six months: Racial Equity and Inclusion Training
- Other conflict resolution and/or trauma informed care training
- Basic property services best practices trainings

**Physical Demands:**

Ability to use a computer and keyboard. May require reaching, standing, walking, grasping, and feeling, and the ability to lift or move objects up to 40 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

**Working Conditions:**

The ability to adapt to different environments is essential. Availability for extended holiday hours. Exposure to inside and outside environmental conditions

**Commitment to Equity and Inclusion:**

Northwest Neighborhoods is committed to creating an inclusive and equitable working environment and is proud to be an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other protected status. Women, BIPOC, and LGBTQ+ individuals are encouraged to apply.

**Apply:**

Interested applicants must provide a cover letter and resume to [rgrant@nwneighborhoods.org](mailto:rgrant@nwneighborhoods.org). Applications will be reviewed on a rolling basis. The salary is \$40,500 and includes health benefits, paid time off (PTO) and employee matched retirement package.

NO PHONE CALLS, PLEASE.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the

needs of Northwest Neighborhoods. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.