



Real Estate Sales Assistant (Part-Time)

The Albany County Land Bank Corporation is seeking applications for a part-time Real Estate Sales Assistant to join a growing, dynamic and impactful nonprofit organization committed to revitalizing neighborhoods and strengthening communities throughout Albany County. The Albany County Land Bank's work is largely comprised of the acquisition, maintenance, improvement, development and responsible disposition of tax-foreclosed vacant and abandoned properties acquired from Albany County.

The Land Bank serves an area of more than 530 square miles that encompasses three cities (including the state capital), ten towns, six villages and numerous hamlets. With a typical inventory of 400+ properties, the Land Bank's portfolio includes a variety of vacant lots and buildings commensurate with the County's variety of urban, suburban and rural population densities. The Albany County Land Bank is currently the second largest Land Bank in New York State measured by both property acquisitions, current inventory and sales, and the organization is expected to experience continued growth.

Job Responsibilities

The Real Estate Sales Assistant is responsible for supporting key components of the Land Bank's real estate sales operation. The successful candidate will be expected to complete tasks that include, but are not limited to:

- Assist with scheduled property showings and open houses (primarily during business hours Monday-Friday with occasional nights and weekends)
- Establish and maintain relationships with prospective buyers
- Understand and articulate the Land Bank's mission, values, property purchase process and suite of programs
- Field property sale related inquiries, including phone calls, emails and walk-in inquiries
- Assist with marketing Land Bank properties; seek out creative marketing ideas to promote Land Bank properties for sale
- Photograph and upload pictures and associated property specifications to the Land Bank's website, property management database and the Multiple Listing Service
- Provide excellent customer service
- Other duties as assigned

Required Qualifications

The following items are all required for this position:

- Interest in working with challenging properties in distressed neighborhoods for a mission-driven organization designed to serve the public interest and support neighborhood revitalization
- A valid NYS driver's license
- Reliable transportation
- Willingness to travel throughout Albany County
- Positive, honest, creative, and energetic attitude

- Ability to work independently, track time, be easily reachable and responsive during designated work hours, and complete tasks within expected timeframes
- Ability to work with minimal supervision, follow oral or written instructions
- Willingness to work with a broad array of real estate, including vacant and abandoned properties and in economically distressed neighborhoods
- Ability to represent the organization with a high degree of professionalism and capacity to represent the organization to the public and provide quality customer service

Preferred Qualifications

The following items are all preferred, but not required for this position:

- Prior experience in real estate sales and
- A NYS real estate license
- Experience with the Real Estate Multiple Listing Service (MLS)
- Willing to work a flexible schedule (including nights and or weekends, if needed)
- Familiarity with geographic areas served; knowledge of Land Bank properties/market
- Possess an entrepreneurial spirit and be a self-starter
- Attention to detail, good organizational and record-keeping skills; ability to multi-task
- Proficiency with a smartphone, email, digital camera

Additional Information

- This is a part-time, non-exempt position
- Compensation: hourly

To Apply

All applicants should submit a resume to Erica Ganns at eganns@albanycountylandbank.org

About the Albany County Land Bank Corporation

The Albany County Land Bank Corporation was established in early 2014 by Albany County to facilitate the process of acquiring, improving and redistributing vacant and abandoned properties. The Land Bank is an organization committed to improving neighborhoods and has a responsibility to improve Land Bank properties for future use and return them to productive use. Visit www.albanycountylandbank.org to learn more.

The Albany County Land Bank Corporation is an equal opportunity employer. We seek to employ and assign the best qualified personnel in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.