



6516 Detroit Avenue, Suite 1
Cleveland, OH 44102
216.961.4242
nwneighborhoods.org

Property Attendant (Weekend & Evening)

Organization

Northwest Neighborhoods (NWN) is a community-led nonprofit housing organization that owns and operates 320+ affordable apartments across multiple multi-family buildings throughout Cleveland's Near West Side, along with neighborhood commercial storefronts and offices. NWN owns three of the four buildings at the intersection of W. 65th Street and Detroit Avenue, where our main offices are located, and owns and manages additional properties throughout the surrounding neighborhoods.

Job Summary

Part-Time | Non-Exempt | Hourly

NWN is seeking a Weekend & Evening Property Attendant to serve as a key part of the organization's property services team. This individual will provide operational, safety, and resident support coverage across Northwest Neighborhoods' property portfolio during evening and weekend hours. This role works both independently and collaboratively to ensure buildings remain safe, clean, secure, and responsive to resident needs outside of standard business hours.

The Weekend & Evening Property Attendant reports to the Maintenance Manager (or designated Property Services leadership staff) and works in close coordination with the broader Property Services and Property Management teams.

Work Schedule

This position follows a structured 30-hour weekly schedule consisting of set hours and flex hours. Work hours may shift seasonally; however, the role will always remain focused on evening and weekend coverage.

Attendance at occasional staff meetings, trainings, or professional development sessions may be required. Advance notice will be provided whenever possible, and scheduling will be coordinated to align with evening/weekend availability.



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Set Hours (25 hours per week)* subject to shift seasonally and as required.

- Friday: 4:30 PM – 9:30 PM
- Saturday: 3:00 PM – 8:00 PM
- Sunday: 12:00 PM – 5:00 PM
- Monday: 4:30 PM – 9:30 PM
- Wednesday: 4:30 PM – 9:30 PM

Flex Hours (5 hours per week)

Additional hours will be scheduled as needed to support:

- Special projects
- Portfolio initiatives
- Building coverage gaps
- Seasonal operational needs

Responsibilities

- Travel to each physical site location for building walkthroughs on a daily basis
- Monitor and patrol premises to ensure security of doors, windows, and gates
- Ensure common spaces are clean and welcoming
- Bag and remove of trash to designated receptacles as needed
- Respond to maintenance or safety calls routed through on-call systems or property services dispatch platforms
- Provide building access to emergency vendors or contractors when authorized
- Document incidents, safety concerns, and building issues through shared logs, photos, and reporting systems
- Support delivery of tenant communications, notices, or outreach materials when scheduled
- Assist with special projects supporting building operations and resident engagement initiatives
- Perform light maintenance tasks as needed, such as light bulb changing
- Provide first aid or support emergency services when necessary
- Attend regularly scheduled property services team meetings



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- Other duties as assigned

Qualifications

- Ability to work independently and as part of a collaborative team
- Valid driver's license and insured work vehicle required
- 1 year of experience in building residential property operations, maintenance, facilities support, security, or a related field
- Ability to respond calmly and professionally to emergencies, safety concerns, and resident needs
- Strong communication skills and ability to document incidents clearly and accurately
- Basic familiarity with cleaning equipment, hand tools, and light maintenance tasks
- *Bilingual (English/Spanish) preferred*
- *Basic knowledge of minor maintenance repairs preferred*
- *First Aid/CPR certification preferred*
- *Experience using work order or property management systems preferred*
- *Training or experience in mediation, conflict resolution, trauma-informed care, or community-based work preferred*
- *Basic knowledge of plumbing, electrical, or HVAC systems preferred*
- *Experience in multifamily or affordable housing environments preferred*

Training and Support

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

- Racial Equity and Inclusion training
- Conflict resolution and/or trauma informed care training
- Basic property services best practices training

Physical Demands

On-site role at multiple locations. Ability to operate a motor vehicle and equipment such as snowblower and landscaping equipment. Requires regular walking, lifting, and climbing



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stairs. May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to 60 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.

Equal Opportunity

Northwest Neighborhoods CDC is an Equal Opportunity Employer.

NWN's Commitment to Equity and Inclusion

NWN 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.

Employment Structure

This position will begin as a 90-day **temporary-to-permanent** placement through a staffing agency. Upon successful completion of the trial period, the employee may convert to permanent part-time employment with Northwest Neighborhoods CDC.

Compensation

\$19.00 per hour, 30 hours per week

This is a part-time position and is not benefit-eligible. Northwest Neighborhoods values internal growth and encourages high-performing team members to pursue future full-time opportunities as they become available.



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Submission

Please e-mail or mail cover letter and resume, to:

rgrant@nwneighborhoods.org
Northwest Neighborhoods CDC
Attn: Robert Grant
6516 Detroit Avenue, Suite 1
Cleveland, Ohio 44102
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 CDC. 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.