



Redevelopment Authority of the City of Erie

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Room 107
Erie, PA 16501

RedevelopErie.org
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Job Title

Property Compliance & Redevelopment Coordinator

Department

Redevelopment Authority of the City of Erie (RACE)
(In coordination with the Erie Land Bank)

Position Type

Full-Time | On-Site (35 hours/week)

Reports To

Executive Director

Position Overview

The Blighted Property Compliance & Redevelopment Coordinator is responsible for ensuring that all blighted property activities of the Redevelopment Authority of the City of Erie and the Erie Land Bank are fully compliant, well-documented, and positioned for redevelopment or disposition.

This role serves as the primary coordination and compliance point of contact between internal staff, field inspectors, vendors, developers, neighborhood stakeholders, and legal counsel. The position is detail-driven and process-oriented, with a strong emphasis on documentation, inspections, legal coordination, and contract compliance.

Key Responsibilities

Compliance & Property Files

- Ensure compliance with all regulations related to blighted property acquisition, maintenance, rehabilitation, demolition, and disposition.
- Maintain complete, accurate, and audit-ready property files.
- Track deadlines, agreements, and compliance milestones.
- Prepare materials for Blighted Property Review Committee (BPRC) actions.

Legal Coordination

- Serve as primary liaison for property acquisition and disposition with legal counsel.

- Ensure legal counsel receives complete documentation for court actions, acquisitions, and dispositions.
- Prepare files for hearings and attend court proceedings as needed.

Inspections & Field Coordination

- Coordinate and oversee property inspections and documentation.
- Manage field staff and third-party inspectors to ensure timely, accurate reporting.
- Work with City Code Enforcement and demolition coordinators.

Vendor, Contractor & Developer Compliance

- Monitor vendor and contractor performance and contract compliance.
- Track relinquishment and development agreements to ensure obligations and timelines are met.
- Assist with developer solicitations and post-award compliance.

Property Readiness & Redevelopment Support

- Ensure properties are prepared and compliant prior to sale or redevelopment.
- Coordinate with neighborhood groups and stakeholders on redevelopment plans.
- Assist with closings and developer coordination.

Data & Reporting

- Maintain property databases and tracking systems.
- Provide accurate reports and updates to leadership and boards.

Qualifications

- Strong attention to detail and organizational skills
- Ability to manage multiple projects and compliance requirements
- Strong written and verbal communication skills
- Ability to interpret contracts, regulations, and legal documents
- Comfort working with legal counsel, inspectors, vendors, and developers

Education & Experience

- High school diploma or higher in a related field or equivalent experience in real estate, redevelopment, inspections, legal support, or compliance-focused roles

Additional Requirements

- Valid Pennsylvania driver's license and use of personal vehicle
- On-site presence mandatory

To Apply:

Email Resume and Cover Letter to adecker@redeveloperie.org