



## **JOB DESCRIPTION**

### **Resident Assets Coordinator**

ROSE, an affordable housing organization based in outer SE Portland, is hiring a Resident Assets Coordinator to join our team! The purpose of the Resident Assets program is to promote healthy families, successful children, resident leaders, and communities of opportunity for ROSE residents. The Resident Assets Coordinators use an asset-based community development approach to support residents of ROSE affordable housing, with an emphasis on equity and inclusion. This position is full-time (30-40 hours per week), permanent and non-exempt.

#### **DUTIES:**

- ❖ Build relationships and find ways to support residents living in ROSE's housing.
- ❖ Work in partnership with on-site managers to provide eviction prevention support, conflict resolution, and ongoing resources.
- ❖ As a representative of ROSE, establish and maintain positive relations between ROSE and our residents.
- ❖ Coordinate after-school programs for school-age youth.
- ❖ Work with other community organizations to identify potential partnerships, projects, or culturally-specific programming.
- ❖ Support the Resident Council; involve residents in program planning.
- ❖ Connect families with young children to the Baby Booster program and other early childhood resources.
- ❖ Coordinate community building activities and events with the residents of ROSE and at times, the broader community.
- ❖ Create, periodically update and disseminate materials for residents about social service and educational opportunities available to them in the community. Refer residents to appropriate services.
- ❖ Coordinate and implement safety enhancement and crime prevention activities with residents.
- ❖ Identify potential leaders among ROSE residents and encourage them to become involved in leadership opportunities at ROSE and in the neighborhood.
- ❖ Participate actively in staff meetings and Neighborhood Impact Team meetings.
- ❖ Support other ROSE initiatives, such as Baby Booster, the Lents Youth Initiative, Asset Management, and Organizational Development, in addition to other duties as assigned by the supervisor.
- ❖ Support the lease-up of the Woody Guthrie Place – a new mixed-income housing development in the Lents Town Center – and a new mixed-use building in the Jade District.

**QUALIFICATIONS:**

- ❖ Ability to work with a very diverse group of residents who have low incomes.
- ❖ Employee must be able to handle stressful situations and interact professionally with other staff members, contractors and volunteers.
- ❖ Ability to work independently and as part of a team.
- ❖ Experience in canvassing.
- ❖ Ability to speak in public.
- ❖ Working knowledge of Microsoft Word, Publisher and other computer software.
- ❖ Enthusiasm for work in a community-based organization.
- ❖ Knowledge of outer southeast Portland neighborhoods.

**PREFERRED QUALIFICATIONS:**

- ❖ Experience in community organizing, project management and program development.
- ❖ Bilingual in English/Spanish, Chinese, Vietnamese, Somali or Eastern European languages.

**HOURS:**

Full-time position. Irregular work hours include some evenings and weekends.

**JOB REQUIREMENTS:**

Candidate must have authorization to work in the United States. Reliable transportation is required. The job involves travel between ROSE housing developments and other travel in the Portland area. Some evening and weekend work is required. The position will be supervised by the Resident Assets Manager.

**COMPENSATION PACKAGE:**

Wage range is between \$15.00 and \$17.00 per hour, depending on experience and performance. Position is eligible for medical, dental, life insurance and retirement benefits as described in the ROSE personnel policies.

**SUBMISSION/TIMELINE**

Application materials should be submitted electronically to [info@rosecdc.org](mailto:info@rosecdc.org) by 5:00 p.m. Pacific Standard time on Monday, August 7, 2017. Complete applications will include your resume, an employment application and your responses to the application questions.

**ROSE Community Development  
Resident Assets Coordinator Application Questions**

Thank you for your interest in the permanent Resident Assets Coordinator position at ROSE. The job description is attached.

To apply, please:

Complete the attached employment application, including references.

Submit a current resume; and:

Answer the following questions, each in one page or less:

1. What motivates you to work with low-income populations?
2. What personal and/or career experiences have prepared you for this job?