



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.

As an organization, ROSE is committed to equity, social and environmental justice and addressing racial and ethnic disparities. We use an equity framework in planning, program development and evaluation. ROSE is an equal opportunity employer.

DUTIES:

- ❖ Build relationships and support residents living in ROSE's affordable housing.
- ❖ Identify potential leaders among ROSE residents and connect them to leadership opportunities at ROSE and in the neighborhood. Involve residents in program planning, including supporting the Resident Council, a group of resident leaders.
- ❖ Work in partnership with on-site managers to prevent evictions and support conflict resolution.
- ❖ Connect families with young children to the Baby Booster program and other early childhood resources. In partnership with Baby Booster, plan and coordinate opportunities for families with pregnant women and children ages 0-5.
- ❖ Coordinate after-school programs, summer camps, field trips, and other activities for school-age youth.
- ❖ Work with other community organizations to identify potential partnerships, projects, or culturally specific programming for ROSE residents.
- ❖ Coordinate community building activities and events with ROSE residents, and at times, the broader community.
- ❖ Connect residents to resources and opportunities available to them in the community. Refer residents to appropriate services.
- ❖ 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.

QUALIFICATIONS:

- ❖ Ability to build strong relationships with diverse groups and those experiencing income barriers.
- ❖ Have a good understanding of maternal health and child development.
- ❖ 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, and manage and prioritize a variety of different tasks, track deadlines, and complete reports on time.
- ❖ Understanding of racial equity and a commitment to prioritize equity; ability to implement equity into programming and structures.
- ❖ Working knowledge of Microsoft Word and other computer programs.
- ❖ Enthusiasm for work in a community-based organization.
- ❖ Knowledge of outer southeast Portland neighborhoods.

PREFERRED QUALIFICATIONS:

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

HOURS:

Full-time position (30-40 hours). 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 by 5:00 p.m. Pacific Standard time on Monday, February 19th. Complete applications will include your resume, an employment application and your responses 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
- 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?