



## **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 provide direct-service engagement that promotes healthy families, safe communities, and neighborhood opportunities where residents can thrive. 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 three-quarter time (30-35 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.

#### **DUTIES:**

- Build relationships and support residents living in ROSE's affordable housing.
- Lead and coordinate workshops and programs for adults around skill and asset building, leadership, and community engagement.
- Lead and coordinate after-school programs, summer camps, field trips, and other activities for school-age youth.
- Plan and coordinate opportunities for families with pregnant women and children ages 0-5.
- Attend household inspections with property managers and connect residents to resources when applicable.
- 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 Leadership Council.
- Work in partnership with on-site managers to prevent evictions, support conflict resolution, lease support, and safe environments.
- 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.
- Write and distribute resident newsletters on a monthly basis.
- Participate actively in staff meetings and other team meetings.

- Track participation and other qualitative data for programs. Meet program and recruitment goals and report deadlines.
- 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:

- Two years of experience in direct-service with vulnerable populations.
- Comfortable leading and coordinating programs for all ages.
- Ability to build trusting relationships with diverse groups of people experiencing income and other barriers that can create housing instability. Accountability and respect are critical.
- Must be able to handle stressful situations and interact professionally with other staff members, partners, and volunteers.
- Ability to work independently *and* as part of a team.
- 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.

#### PREFERRED QUALIFICATIONS:

- Fluency in a second language.
- Experience in maternal and child health, community organizing, project management, program development, or other relevant areas.
- Experience working with seniors.
- Experience working with youth and teens.

#### HOURS:

Three quarter time position (30-35 hours). Irregular work hours include 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. The position will be supervised by the Community Development Manager.

## COMPENSATION PACKAGE:

Wage range is between \$16.00 and \$18.00 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 time on Friday, April 10th. Complete applications will include:

- Resume
- Employment application
- Responses to the application questions.

## Resident Assets Coordinator Application Questions

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 professional experiences have prepared you for this job?
3. What do you hope to gain from this position?