



## JOB ANNOUNCEMENT | [www.fhdc.org](http://www.fhdc.org)

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**TITLE:** Asset Builder/Navigator

**EXEMPT STATUS:** Full-Time, Exempt. Some evening or weekend work may be required

**SALARY:** Based on experience

**REPORTS TO:** Programs & Leadership Dev. Director

**DEPARTMENT:** Programs & Leadership Dev.

**SALARY:** \$60,000 OR BOE

**LOCATION:** Various

**TO APPLY:** Submit Resume with 3 references and cover letter to:

[jorgealvarado@fhdc.org](mailto:jorgealvarado@fhdc.org)

**APPLICATIONS DUE:** Open until filled. Will begin interviews ASAP

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### ABOUT US

Headquartered in Woodburn, Oregon, FHDC is a champion for affordable housing, farmworker and immigrants' rights, and supporting Oregonians and working families to achieve prosperous lives. Formed in 1991, our primary programs include affordable housing development, asset management, and wraparound resident services programs in coordination with partner organizations. We are a member of the Alianza Poder and work directly with our sister organization, [Evolve Workforce & Multifamily Housing Services](#).

### ABOUT YOU

You are looking for a new challenge in a small nonprofit organization committed to equity, diversity, and inclusion with ambitious plans for the future. You are looking for a flexible job with room to grow, take leadership, and develop systems and partnerships. You are creative, open, hardworking, and willing to pitch in when needed. You are also hoping to get professional development opportunities and grow your experience. You have experience supporting people in their life and careers, you are an excellent communicator, you have modern technology skills, you love multitasking, and get excited about forming new partnerships and helping people discover their dreams.

## **JOB DESCRIPTION**

Under the direction of the FHDC leadership and working in partnership with the Resident Services team, you will work with area partners and residents to help residents build assets to live their best, most prosperous lives. You will help resident farmworker families move out of affordable housing and into homeownership. You will help families discover skills and new career paths. You will help youth residents find resources to attend college or trade schools. You will help residents seek financial, educational, and career development services. You will connect candidates to jobs with Evolve and other organizations, you will support career mapping, financial education classes, savings programs, and opportunities for residents to grow their income in order to invest in educational opportunities, homeownership opportunities, and other asset-building options.

The Asset Builder will work closely with local community partners and online resources to:

1. Research and implementation of Individual Development Accounts, lending circles, or other financial savings programs to benefit residents
2. Develop the Asset Building Program including the identification of goals, implementation plan, resident tracking system, trainings, and evaluation tools
3. Develop a recruitment strategy and program introduction strategy to target residents in all of our largest properties
4. Create and maintain key partnerships and resources with other programs to help implement and give referrals to financial education programs
5. Prioritize relationships and trust with residents, all staff, and partners
6. Support fundraising activities to for program activities, not limited to identifying government, private, or foundational resources to support growth of program
7. Track and ensure development of timely written program outcome reports for use on website, distribution to funders, Board of Directors, and other stakeholders

## **WORK ENVIRONMENT:**

Work pressure, disturbances of workflow, and/or irregularities in work schedule are expected and occur on a regular basis. Work is performed in an office setting or remotely/

## **PHYSICAL REQUIREMENTS:**

Generally, minimum physical exertion is required. Regular travel, between offices and remote locations, requires the ability to drive and use a personal vehicle.

### **MINIMUM QUALIFICATIONS:**

- Bilingual English/Spanish
- Bachelor's degree in Finance, Education, Business, Social Science, Communications, or ***\*Previous documented experience performing the duties of the job may substitute for the degree requirement.\****
- Three years of professional level experience in the field of human resources, financial education coaching, facilitation, or other relevant industry required. One year of this experience must include supervision of staff.
- Ability to work with and effectively supervise a culturally, racially, and gender diverse population.
- Ability to coordinate people and work with people to build their skills and confidence
- Project management skills including assigning and meeting deadlines
- Ability to coach and guide
- Excellent oral and written communication skills required
- Knowledge of technology, computers, digital calendars, digital promotional tools

### **DESIRED QUALIFICATIONS:**

- Bicultural or multicultural
- Experience in the multifamily real estate development field
- Experience working with farmworkers, immigrants, or other low-income populations

### **WORKING CONDITIONS**

FHDC is located in Woodburn, Oregon. Normal office hours are 9:00 am to 6:00 p.m., Monday to Friday. Employees must be able to sit for long durations of time. Evening and weekend work may be periodically required. A driver's license and access to transportation are required. Travel to statewide locations is necessary and may require overnight stays. FHDC embraces diversity and is an equal opportunity employer.

*FHDC does not discriminate against any employee, volunteer, applicant or resident on the basis of race, color, cultural heritage, national origin, religion, age, sex, sexual orientation, marital status, physical or mental disability, political affiliation, source of income, veteran status or any other status protected under local, state or federal law. This policy extends to all personnel decisions, terms and conditions of employment, vendor contract and provision of services. Bienestar does not tolerate harassment for any reason. Respect for the dignity of others shall be the guiding principle for our relations with each other*