



# Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | nayapdx.org

**The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.**

## Position Description

<b>Position:</b>	<b>Asset Manager</b>
<b>Department/Program:</b>	Community Development
<b>Compensation:</b>	Starts at \$70,000 annually or commensurate with experience
<b>Benefits:</b>	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours. NAYA recognizes twelve paid holidays per calendar year. NAYA also provides medical, dental, vision insurance and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
<b>Employment Status:</b>	Regular, Full-Time, Exempt
<b>Hours:</b>	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Housing Development Project Manager
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	May 2022

### Position Description:

The Asset Manager will support the management NAYA’s existing affordable housing portfolio and build systems to support its continued growth. This position will be responsible for overseeing properties’ financial and operational performance, monitoring physical condition, and ensuring compliance with all funding sources. The Asset Manager is a new position that will collaboratively create and implement systems and policies to ensure that NAYA’s housing continues to advance its mission. This position will bring people together to address challenges and collaborate effectively with multiple stakeholders including NAYA’s property management companies, vendors, Housing and Stabilization Services staff, Housing Development staff, and NAYA clients. We’re looking for a hard-working, self-guided, analytical, strategic, and mission-focused individual to manage the long-term planning and overall successful operation of NAYA’s housing. The Asset Manager will also perform high level administrative roles including structuring and preparing meeting materials, taking minutes, and supporting solicitations for professional services.

### Essential Functions:

- Monitor the operations and performance of NAYA’s housing portfolio by analyzing financial statements and budgets
- Ensure all reporting and compliance requirements connected to NAYA’s housing portfolio are satisfied
- Oversee and manage the performance of NAYA’s property management companies
- Set high standards and expectations for how property management companies will work with NAYA residents
- Create and monitor operating budgets for NAYA’s affordable housing portfolio in partnership with property management companies

# NAYA Family Center | Position Description: **Asset Manager**

## **Essential Functions continued:**

- Manage internal referral processes and work closely with property management companies and NAYA's housing services to promptly refer NAYA clients to NAYA housing
- Work with resident services staff and property managers to ensure resident satisfaction
- Support the successful lease ups of NAYA's properties by coordinating closely with NAYA's housing services staff, property managers, service partners, and supporting applicants as necessary

## **Additional Duties:**

- Work collaboratively across NAYA departments to create reporting and tracking systems
- Assist with high level administrative procedures including preparing board of directors reports and meeting materials, taking minutes, preparing check requests, and organizing sensitive documents
- Support administering/organizing requests for proposals processes with an emphasis on recruiting BIPOC and MWESB contractors
- Prepare a compliance summary for each NAYA property including basic funding sources, unit restrictions, required reserves, and other major obligations
- Maintain NAYA's schedule of real estate owned (REO schedule)
- Additional NAYA Family Center Duties:
  - Understand and adhere to confidentiality
  - Support the coordination of wraparound services effectively with other NAYA Family Center programs and staff
  - Work as an active member of the Community Development and the NAYA Family Center
  - Participate actively in cross-departmental team projects
  - Contribute to fostering a safe and secure environment for community members and staff
- Other duties as assigned by the Housing Development Project Manager

## **Qualifications:**

### Education & Training:

- Associate's or Bachelor's Degree, or 3 years of work experience in an applicable field
- Certification (or ability to certify) and ability to maintain certification in Cardiopulmonary Resuscitation (CPR), 1<sup>st</sup> Aid and Automatic External Defibrillator (AED)

### Experience:

- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaska Native community and issues surrounding the Urban Indian experience required
- Experience working within a highly regulated environment
- Experienced taking initiative and prioritizing tasks using time-management and problem-solving skills
- Experience demonstrating project management and coordinating skills

### Skills:

- Excellent organizational skills
- Excellent communication skills, verbal and written, and active listening skills
- Ability to consistently apply sound decision-making and a thorough analysis when solving challenges
- MS Excel proficient
- Ability to read and analyze financial statements preferred
- Ability to understand basic accounting desired
- Expertise in MS SharePoint and other collaboration tools preferred
- Excellent computer/Office 365 skills including:
  - MS Excel

# NAYA Family Center | Position Description: **Asset Manager**

## Skills continued:

- Web-based research
- Word Processing
- Email

**Work Environment:** This will be a hybrid work environment with at least two days working in the office at NAYA with the housing development team. Between 10% and 20% will be outside the office traveling to visit, monitor and have meetings at NAYA's assets/properties. Candidates must be able to visit multiple properties, meet with onsite property managers and other staff to create preventative maintenance plans.

## **Physical Requirements:**

- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Equipment Used:** Computer, phone, fax, copy machine.

**Safety Considerations:** Some travel may be required.

## **Other Requirements:**

1. Valid Oregon or Washington State Driver License or must be able to obtain one upon hire (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see [https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying\\_Convictions\\_2015.pdf](https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf) for more information)
3. Must be fully vaccinated for COVID-19 (two weeks after a two dose or one dose regiment) before start date.

## **Application Procedures:**

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume
3. A completed NAYA Application for Employment Form

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

**Application Deadline:** Open until filled

**Attention:** Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

## **Please send application materials to:**

Attn: Human Resources  
Native American Youth and Family Center  
5135 NE Columbia Boulevard  
Portland, OR 97218  
Fax: (503) 288-1260  
E-mail: [hr@nayapdx.org](mailto:hr@nayapdx.org)