



Job Title: Housing Development Associate

Reports To: Director of Housing

Department: Housing Department

Compensation: \$65,000-\$95,000 (Based on Full-Time, Exempt) Plus paid agency holidays, sick and vacation time, health/vision/dental insurance, matching retirement plan and other benefits.

Bienestar will offer starting compensation at \$65,000.

Introduction

In the face of a housing affordability crisis in Oregon, growing awareness of the need for social justice, and the aftermath of a global pandemic, Bienestar has embraced innovation, deepened its roots in our community and grown its impact. With new affordable housing projects coming online, a community that needs housing and services, and opportunities abounding, Bienestar is poised to become one of the premier Community Development Corporation serving Latinos and immigrants in Oregon. We are on a wild, exciting ride -- come join us!

We offer flexible work hours and remote work options, and a competitive compensation package, including health insurance and matching retirement funds. We offer our employees the opportunity to have a real impact, both on our organizational culture and on the Latinx and diverse communities of Washington County and beyond. You can learn more about us at www.bienestar-or.org or email Bienestar's Housing Director, Erica Calderon (ecalderon@bienestar-or.org)

But enough about us. What about **you**?

You are Bienestar's future Housing Development Associate. You are hard-working, ambitious, creative, and ready to roll up your sleeves and help support our housing department programs and development efforts in Washington County. You are also extremely organized, solution orientated, and an independent worker. You like to explore bold ideas, learn new skills, but also don't mind occasionally helping with tedious office tasks when necessary. You are comfortable with engaging our community in both Spanish-English settings. You are flexible and can assist Bienestar's housing development needs in a supportive role to sustain and expand its reach – allowing for the strengthening of our equity and inclusion work.

You like to participate in meetings, coordinate community engagement sessions, and track necessary data to report back to our funders/ partners. You want to work in a team environment where your ideas matter, where social justice is the top priority and where community is being built every day. You're willing to work hard at a meaningful job where you can use your skills and creativity to make a difference in the lives of others.



Position Summary:

The primary responsibility of the Housing Development Associate is to provide support to the Housing Department across two areas: development and asset management. In addition, the Housing Development Associate will lead Bienestar's community engagement sessions across new affordable housing development projects, including external partners who are developing affordable housing within the state of Oregon. The Housing Development Associate will be required to work independently and assume responsibility for a wide variety of tasks related to the funding of affordable housing projects, as well as design, construction, operations and data tracking & input. Managing these tasks and deadlines efficiently will enable our Housing Developers and Asset Managers to focus on their core duties of creating high-quality affordable housing for our community. Strong project management skills are a must. In addition, the position will also be asked to build a relationship with Bienestar's residents services team staff as part of our community outreach services.

Primary Tasks and Responsibilities:

- Participate actively in financial closings by organizing and completing due diligence requirements delegated by Bienestar's Housing Team (which may include external consultants) and ensuring their approval by multiple funding parties.
- Research, compile, and analyze data and information for reports such as market studies, environmental studies, appraisals, and applications for other energy efficiency resources including gap funding.
- Ensure proper electronic archiving of all documentation for both Asset Management and Housing Development.
- Ensure timely payment of vendors by processing invoices and tracking contract expenditures; work in close coordination with Bienestar's finance and accounting department.
- Work on special projects (i.e. FF&E items, lease-up items, etc.) and provide backup support as needed.
- Meets with Asset Management and Property Management team quarterly to help them with any ongoing capital needs project, cash flow analysis, or other housing relevant projects.
- Asset management is looking to better their communication with resident services. The housing development associate/ coordinator may play a role in supporting these teams and their efforts.
- Aids all affordable housing projects in development (i.e., attends project meetings, funder meetings, partner meetings, etc.).
- Leads community engagement on external affordable housing projects with development partners. Tasked with gathering feedback from resident focus groups, project advisory committees and local leadership, then implementing feedback to reflect in projects development design and site layout.
- Attends all local and national community engagement sessions/ conferences and keeps projects and teams up to date on current trends/ processes within affordable housing



development and resident informed design.

- Maintain comprehensive knowledge on the Latinx community within Bienestar's portfolio through community engagement sessions and/or surveys. In addition to having a direct relationship with our promotoras (resident leaders who link residents to services).
- Build, foster and maintain professional collaborations with other housing and social service agencies and organizations within Washington County and other identified project development communities. This will help us continue to understand the needs of the population we serve and report back to development teams for a better design approach.
- Supports funding applications for housing development, housing rehab and other housing-related projects
- Performs other duties as assigned by the Housing Director or the Executive Director

Qualifications:

Ability to perform the essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform their essential duties.

Education/ Experience:

- Bachelor's degree in finance, Business Administration or Management, MSRE (MRED) Certificate or related field, plus 2 years of work experience. Or equivalent 5 years of work experience in related field
- Experience in real estate or housing development is strongly preferred
- Bi-lingual and/or bi-cultural in Latinx community is a plus

Required certificates and/or licenses:

Vehicle Operator's license with satisfactory driving record that meets insurability standards of Bienestar's insurance carrier is required. The employee must maintain the license for the duration of their employment.

Required skills (Communication/Language; Mathematical; Computer; etc.):

- Ability to assemble, analyze and report data and information in a clear, precise, and objective manner.
- Strong interpersonal, communication, public relations, and public speaking skills.
- Strong project management skills.
- Ability to effectively communicate and provide services to persons who are from diverse backgrounds and economic groups.
- Ability to travel (in or outside of the state) and hold in person sessions (as necessary)



- Good written and oral communication skills.
- Ability to commit to professional ethics and standards.
- Display a high level of initiative, effort, and commitment towards completing assignments efficiently and ability to work with minimal supervision.
- Proficiency in Microsoft Office, including Word, Excel, Power Point, Outlook, and Microsoft Teams is a must
- Ability to read and interpret Limited Partnership agreements, loan documents, regulatory agreements, or other legal documents a must.

To Apply: Please send a resume and cover letter explaining your interest in the position and why you believe you are qualified. In addition, please complete an Employment Application form found here: <https://bit.ly/bienestar-employment-application>.

Your resume, cover letter, and Employment Application are to be sent to Gustavo Martinez, gmartinez@bienestar-or.org.

Closing Date: Open until filled.