



1535 Liberty Lane, Suite 116A
Missoula, MT 59808



Phone: 406-532-4663
Fax: 406-541-0239



info@homeword.org
www.homeword.org



May 22, 2024

Dear Applicant:

Enclosed is a job description for your perusal, we encourage you to visit our website, www.homeword.org, to familiarize yourself with our organization.

The Asset Coordinator is a regular, non-exempt, full-time employee with the following compensation and benefits:

- Hiring range is \$42,200- \$53,000 annually (DOE)
- 100% of Employee Health Insurance Premium paid by Employer
- Short term disability, long term disability and Life/Accident insurance paid by employer
- Simple IRA plan with dollar for dollar matching up to 3% of compensation
- Employer cost shares up to 75% of the voluntary dental and vision insurance premiums
- 4 weeks paid time off (PTO) per year
- 5 weeks PTO after 2 years employment
- 11 Paid Holidays throughout the year
- Great work environment

Eligible applications must include 1) a cover letter addressing the required qualifications set forth in the attached job description, 2) resume, 3) Homeword's employment application, and 4) three professional references. If you have any questions about the online packet, please contact Karissa Trujillo at 532-4663 x12 or karissa@homeword.org.

Priority deadline for applications is Wednesday, June 12, 2024. The position is open until filled.

Homeword is an Equal Employment Opportunity (EEO) employer. Women and people of color are strongly encouraged to apply, and reasonable accommodations will be made for people with disabilities.

Applications may be faxed, emailed, mailed, or delivered to:

Attn: Karissa Trujillo
Homeword, Inc.
1535 Liberty Lane, Suite #116A
Missoula, MT 59808
jpavlish@homeword.org
FAX # (406) 541-0239

Homewood
Job Description
JOB TITLE: Asset Coordinator

POSITION SUMMARY:

The Asset Coordinator will work with all facets of Asset Management at Homewood. This position will work across a wide range of tasks as necessary to support the property portfolio in conjunction with the Asset Management team such as, coordinating on property performance and owner goals, and the exchange of information between development, property management, vendors and owners.

SUPERVISOR: Executive Director

POSITION STATUS: Regular Full-time/Non-exempt

MINIMUM QUALIFICATIONS:

- AA/AS in related field or 3-5 years related experience
- Computer skills using Windows based software
- Familiarity with budgets
- Ability to work with a diverse set of people including development professionals, contractors, consultants, architects, government planning officials, neighbors, residents, and grantors

PREFERRED QUALIFICATIONS:

- BA/BS in Architecture, Business, Construction Management, Facilities /Property Management, Engineering, Finance, Public Relations, Social Services
- Project or Property Management experience
- Strong interest in and a commitment to homes people can afford and issues facing people experiencing poverty
- Ability to manage time, detailed work, and priorities of a multi-faceted job within a fast-paced environment
- Knowledge of grant compliance

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Regular and predictable attendance is an essential duty and responsibility of this position. Employees are accountable for reliable attendance and meeting this position's essential function requirements as listed below.

ASSET MANAGEMENT

- Helps create and maintain systems to track asset management processes to organize workflow
- Supports all lease-up activities from funding award through property stabilization in concert with Homewood team and third-party property management company
- Responsible for assembling the project deal books and asset management plans for each property

- Monitors compliance matrix for property portfolio ensuring timely submission of compliance reports
- Takes lead on coordinating building performance issues and with support from asset management, development and finance teams
- Monitors property financial performance indicators, communicates trends and elevates to appropriate team member(s) in cases of concern
- Collaborates with internal Homeward team and Property Management Company to create the portfolio assessment and execution of capital projects
- Tracks physical needs and coordinates a plan in conjunction with warranty periods, as applicable
- Supports Asset Manager to execute resident relocation plan
- Monitors property tax filings, payments and assists the team with property tax exemption applications
- Participates in daily, weekly, and monthly asset management strategy calls
- Supports grand opening events
- Coordinate site visits with potential to conduct site visits across portfolio
- Other possible roles include but are not limited to resident services, facilitation of development work on owned assets, etc.
- Support management of commercial tenant leases
- Builds and maintains knowledge to ensure Homeward properties remain in compliance with funding agencies such as Montana Housing, Montana Department of Commerce, Housing and Urban Development, Low Income Housing Tax Credit (LIHTC), HOME Partnership funding, Montana Landlord Tenant Law, Fair Housing, etc. Coordinates with asset management team to create and manage annual operating budgets for each property
- Strive to achieve resident satisfaction through communicating owner goals and coordination with Property Management company

GENERAL RESPONSIBILITIES:

- **Analytical** - Synthesizes complex or diverse information; Collects and researches data.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives.
- **Written Communication** - Writes clearly and informatively; Reviews, edits and corrects all work for spelling and grammar.
- **Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Aligns work with strategic goals.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Work Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

WORKING/ENVIRONMENTAL CONDITIONS: Most work occurs in normal work environment. Physical effort may be required to do the following: sitting, standing, walking, bending, reaching, speaking/hearing, keyboarding, repetitive motion and operating electronic equipment.

LEVEL OF INDEPENDENT DISCRETION / CONSEQUENCE OF ACTIONS: This person, within the parameters of Homeward policies and procedures, exercises a moderate level of independence in decision-making. Significant errors in judgment may cause serious financial and /or legal repercussions for Homeward.



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Application for Employment

An Equal Opportunity Employer

Homeward

PERSONAL INFORMATION

Name (Last Name First)			Phone	
Present Address	Apt No	City	State	Zip Code
Permanent Address	Apt No	City	State	Zip Code
Email Address				

EQUAL EMPLOYMENT OPPORTUNITY – It is our policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees and to administer all of our personnel policies in a manner that will not discriminate against any person because of race, color, national origin, ancestry, religion, creed, sex, age, marital or familial status, physical (including pregnancy) or mental disability, political belief, sexual orientation, gender identity or general expression, veteran status, on-the-job injuries, source of income, or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the operation of our business.

DESIRED EMPLOYMENT

Position		Date You Can Start	
Are you currently employed?	If so, may we inquire of your present employer?		
Have you ever applied to Homeward before?	When?	Who referred you to this position opening?	
<p>Criminal Record – (Conviction of a crime is not an automatic bar to employment. Factors such as the nature and the gravity of the crime, the length of time since conviction and/or completion of any sentence and the nature of the job for which you have applied may be considered.)</p> <p>Have you ever been CONVICTED, PLED GUILTY, NO CONTEST or FORFEITED BOND, or BAIL for any crime other than a traffic violation?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details as they pertain to relevancy to the position applying</p>			

EDUCATION

School Level	Name and Location of School	Years Attended	Graduate	Subjects Studied
College				
Trade, Business or Correspondence School				

GENERAL

Subjects of Special Study or Research Work
Special Training
Special Skills

FORMER EMPLOYERS

List below your last three employers, starting with the most recent.

Name of Present or Last Employer			
Address	City	State	Zip Code
Starting Date	Leaving Date	Job Title	
May we contact your supervisor?	Name of Supervisor	Phone	
Description of Work			
Reason for Leaving			

Previous Employer			
Address	City	State	Zip Code
Starting Date	Leaving Date	Job Title	
May we contact your supervisor?	Name of Supervisor	Phone	
Description of Work			
Reason for Leaving			

Previous Employer			
Address	City	State	Zip Code
Starting Date	Leaving Date	Job Title	
May we contact your supervisor?	Name of Supervisor	Phone	
Description of Work			
Reason for Leaving			

I understand and agree to all of the following itmes: (1) Misrepresentation or omission of material information from my employment application and/or resume submitted to Homeword, Inc. may result in rejection of my application or, if hired, termination. (2) I am legally eligible for employment in the country in which the job is located(all new hires will be required to provide proof of eligibility upon hire.) (3) Nothing contained in my application for employment, or conveyed during any interview that may be granted, is intended to create a contract of employment with Homeword, Inc. (4)I authorize investigation of all statements contained herein and the references and employers listed herein to give you any and all information concerning my previous employment and any pertinert information they may have, personal or otherwise, and release the company for all liability for damage that may result from utilization of such information. (5) If offered employment, I agree to submit to a physical examination and authorize the physician or physicians assistant to disclose the results of that examination. I also agree to comply with Homeword's substance abuse program, including submission to pre-employment drug testing as may be required in certain job categories.

Signature: _____

Printed Name: _____

Date: _____