

Asset Management Trainer

Navigate Affordable Housing Partners

Birmingham, AL

Navigate Housing is a major player in the affordable housing industry with offices in Alabama, Mississippi, Virginia and Connecticut. This position is based in Birmingham, AL. Historically, Navigate is one of the federal government's largest contractors in the affordable housing industry.

The Asset Management Trainer is responsible for coordinating and implementing training as it relates to Navigate's lines of business, including its work as a Performance Based Contract Administrator (PBCA) for the United States Department of Housing and Urban Development (HUD) to perform compliance and monitoring of multifamily housing operations.

Navigate utilizes the latest resources and technology available as well as the most progressive team of employees to accomplish our goals.

Major Tasks and Responsibilities include but are not limited to:

1. Conduct technical training on topics relevant to Navigate's lines of business (including PBCA work) and any related statutory and/or regulatory changes
2. Research and prepare training tools and materials (print and electronic) that comply with the terms of the appropriate Navigate contracts and agreements, the appropriate federal, local and state regulations governing, and Navigate standards
3. Develop evaluation procedures that measure the effectiveness of the various training programs
4. Travel regularly to conduct customer training, attend and participate in conferences, and assist other Navigate offices

Required Knowledge, Skills and Abilities

1. Knowledge of general operations and procedures of affordable housing programs.
2. Obtain and maintain relevant professional certifications and designations as required
3. Ability to communicate orally in a clear and concise manner and effectively present information to staff and all external customers.
4. Ability to conduct detailed research, analyze and interpret data.
5. Ability to operate computers and manipulate standard presentation, word processing, and spreadsheet software including a general familiarity with the internet.
6. Ability to deal with stressful situations with calmness and courtesy at all times.

Physical Requirements

- Must be physically able to operate a variety of automated office machines;
- Must be able to move or carry objects or materials weighing up to 25 pounds;
- Must have visual/hearing ability sufficient to comprehend written/verbal communications in the English language, including the ability to communicate directly and over the telephone and be understood.

- Ability to work in adverse and/or hazardous conditions such as noise, odors, hazardous materials, heat/cold, toxic materials, dust/dirt, etc.
- Ability to perform tasks involving physical activity which may include:
 - a. Driving and getting in/out of a vehicle numerous times a day.
 - b. Prolonged sitting in an office environment

Minimum Education, Training and/or Experience

Bachelor's Degree preferred with major coursework in public or business administration, education, or a related area. Three to five years' experience in property management, training, in an educational setting, real estate, property management, affordable housing (preferably Section 8), or any equivalent combination of education, training, and experience.

Navigate Housing Partners is an Equal Opportunity Employer that offers an excellent benefits package. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin. The successful candidate must pass a post offer criminal background check, motor vehicle records check, a physical including drug screening, possess a valid driver's license and have the ability to be insured under all corporate insurance policies. Salary is commensurate with training and experience.

Qualified applicants should submit a resume, including a cover letter with salary requirements by email to careers@navigatehousing.com.