

# JOIN OUR TEAM

## Navigate is now accepting applications for an **ASSEST MANAGEMENT TRAINER**

Navigate Affordable Housing Partners (Navigate) is a major player in the affordable housing industry with offices in Alabama, Mississippi, Virginia and Connecticut. This position is based in Birmingham, AL.

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. 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.

### **Required Knowledge, Skills and Abilities**

1. Platform training / classroom experience
2. Excellent computer skills
2. Ability to compile and analyze complex reports and spreadsheets, summarize findings, and present reports in a clear, concise format.
3. Ability to make arithmetic computations and tabulations rapidly and accurately.
4. Ability to establish and maintain effective working relationships with employees, officials, landlords, and the public.
5. Ability to deal with stressful situations with calmness and courtesy at all times.

### **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, platform training/ classroom experience, in an educational setting, real estate, property management, affordable housing (preferably Section 8), or any equivalent combination of education, training, and experience



AFFORDABLE HOUSING PARTNERS

Navigate Housing Partners is an Equal Opportunity Employer offering 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.

**Qualified applicants should submit a resume, including a cover letter by email to [careers@navigatehousing.com](mailto:careers@navigatehousing.com).**