

**Affordable Housing Resident Oversight Committee**

**Applicant Package - Housing/Real Estate Member**

Affordable Housing Resident Oversight Committee - Housing/Real Estate Member

**Term:**26 Sep 2022 - 31 May 2023

**Positions Available:** 1

**Number of applicants in this package:** 1

- Pavlish, Julie

**Name:** Pavlish, Julie

**Mailing Address:** 609 Rollins Street, Missoula MT, 59801

**Email Address:** jules.marshal@gmail.com

**Board Name:** Affordable Housing Resident Oversight Committee

**Date:** 09/26/2022

**Pronouns** Learn more about sharing pronouns:  
**https://lgbt.ucsf.edu/pronounsmatter:** She/Her

**Phone Number:** 406-360-7576

**Is your mailing address different than your physical address?:** No

**Physical Address:** 609 Rollins Street

**Zip Code:** 59801

**How long have you lived in the City of Missoula?:** 20 years

**How long have you lived in the State of Montana?:** 30 years

**What is your current living situation? :** Owner

**This committee will consist of nine (9) voting members and two (2) non-voting alternates. If you are not selected for a voting position, are you interested in an alternate position?:** Yes

**What is your interest in serving on the Affordable Housing Resident Oversight Committee?:** I have been looking for the right opportunity to serve my community either through board or committee service. I have also been following the creation and implementation of the housing policy throughout the last few years in Missoula. Working with potential homebuyers every day to help them understand their financial pictures and how they can reach their goals, I believe I have a unique perspective of what it takes for families to remain in Missoula and continue for it to be affordable for them.

**What skills and perspective will you bring to or draw on as a member of the Affordable Housing Resident Oversight Committee ? Please include any experiences (lived and/or professional) or familiarity you have with affordable housing, zoning, funding, housing policy, or other relevant skills:** As I currently work with a wide variety of both funding and assistance programs I am excited to find an opportunity to help craft policy that fairly serves homebuyers, renters, and homeowners when it comes to affordability challenges in our community.

**Describe your vision of a successful Affordable Housing Resident Oversight Committee:** A committee that uses A Place to call Home at the heart of deploying the funds in flexible ways that will help maintain and build the stock of homes affordable to Missoulians at a variety of income levels.

**Why, in your opinion, are people in our community (Black, Indigenous, People of Color, those with lower incomes, young people, elderly people, etc.) being disproportionately affected by the affordable housing crisis in Missoula?:** Among a number of important reasons, long held structural racism and biases in nearly every aspect of our current financial systems have led to disproportionate impacts on the most vulnerable in our communities.

**Please provide a brief summary of your background (such as life, work, educational, or volunteer experience that feels relevant to this opportunity):** After working in the financial education realm in a variety of capacities for over 10 years, I found out Homeward's long time Homebuyer Educator was retiring and I decided to grow my skill and knowledge base again to make the move to Homebuyer Education and Financial Coaching. I also have invested in purchasing my own home and a small rental property in Missoula.

**On Monday, July 20, 2020 City Council adopted the Affordable Housing Trust Fund Ordinance and Funding Commitments Resolution. The Ordinance outlines the membership roles required for this committee. Please indicate below which roles apply to you.:** Community Member;Housing non-profit;Field of housing or real estate

**If you selected Housing non-profit, Field of housing or real estate, banking and/or finance or other&nbsp; please enter the name of the organization::** Homeword

**It is a community-held priority to seat the Affordable Housing Resident Oversight Committee with members who reflect the varied experiences of Missoulians. Sharing how you identify is optional and is intended to help us ensure that the committee is diverse. IF you selected Disability status complete question below as well.:** Race;Gender;Sexual Orientation;Age;Disability Status (yes/no)

**Race:** White

**Ethnicity:** Not Hispanic

**Gender:** Female

**Sexual Orientation:** Heterosexual

**Age:** 39

**Disability Status:** No

**Reference 1 Name:** Karissa Trujillo

**Reference 2 Name:** Rikki Henderson

**Agreement Signature:**I affirm that my application responses are true and complete to the best of my knowledge: Yes

**Time of Submission:** 09/26/22 9:07:28 AM

**Attachments:**

- Julie Pavlish resume 2022.pdf

## **Julie C. Pavlish**

609 Rollins Street Missoula, MT 59801  
(406) 360-7576  
jules.marshall@gmail.com

### **Education**

2001-2002 Montana State University-Billings, General Education  
2002-2005 Graduate of The University of Montana, BA in Anthropology

### **Work Experience**

October 2018- Present  
Homeward, Homebuyer Educator

Currently as the Homebuyer Educator for Homeward I am primarily responsible for structuring and teaching the monthly HUD Certified Homebuyer Education Class. In addition to management of the course, I also meet one-on-one with clients as a HUD Certified Housing Counselor to provide financial counseling and coaching to help community members reach their financial goals, particularly focusing on the goal of homeownership. Working closely with other non-profit and business partners I also offer additional educational opportunities such as online and in-person workshops on a variety of topics.

December 2017- October 2018  
The Montana World Trade Center, UM PTAC, and MonTEC, Marketing and Operational Coordinator.

Currently as the Marketing and Operational Coordinator for three University of Montana lead programs I was responsible for the day to day running of the offices. This includes everything from basic secretarial tasks, to necessary operational tasks that keep the departments in compliance with University and State policies. These weekly and monthly operational tasks include, accounts receivable and payable, tracking budgets and target goals, processing and reporting travel expenditures, assisting in the writing and coordination of grant and contract opportunities, and other similar activities. I also served as the tenant liaison for MonTEC tenants. As the primary marketing person for these offices I was also responsible for maintaining the websites and social media presences, as well as coordinating and executing targeted marketing campaigns. I also helped to coordinate all events and trainings hosted by the programs.

July 2014- December 2017  
UM Financial Education Program, Program Coordinator.

As the Program Coordinator for the UM Financial Education Program I was responsible for maintaining the programs presence in GrizCentral. This included managing the offices frontline affairs and walk up traffic. I also met one on one with our Students, Staff and Alumni providing them with confidential comprehensive financial counseling. I developed presentations and materials for students and staff on a wide variety of financial topics. I gave these presentations to a wide variety of audiences, with groups ranging from 3-5 people to full auditoriums of students and parents. I also assisted with the tracking and data collection required to meet our grant reporting obligations. I serviced as one of two withdrawal coordinators for UM and our two year campuses. I worked closely with the Financial Aid Office to help students understand SAP from both an academic and financial perspective. I provided support for new students and parents in understanding the Financial Aid Process and their obligations.

November 2008 – July 2014  
Youth Programs Coordinator Missoula Federal Credit Union.

I was the Youth Programs Coordinator managing all aspects of member outreach for the Credit Union's members ages 0-23. This position included providing financial literacy education throughout Lake, Missoula, and Ravalli Counties. I developed presentations and educational materials for all aspects of financial literacy from pre-school all the way through college graduation. In addition to my work as a financial educator, I perform many aspects of marketing for the Credit Union. My responsibilities included event planning, designing materials, updating social media, and voice acting for television and radio ads.

2006–November 2008

Personal Assistant, working in the home office of a high net worth individual.

I managed several accounts and coordinated travel arrangements to and from destinations all over the world, organizing all aspects of those trips such as procuring visas, dining, and transportation. I assisted in a busy office: answering phones, maintaining files, and preparing meetings. I designed and revamped various educational materials and pamphlets. I was also responsible for shopping, ordering, and returning products used in both home and office. I managed a library collection including video and audio materials. I was required to work independently and to do some academic research for written materials.

2005–2006

Office Manager and Receptionist, Dennis Minemyer, CPA & Lawson Lowe P.C..

I managed the day-to-day maintenance of both offices' accounts, answered and maintained a multi-line phone system, and scheduled client meetings. I was responsible for both Accounts Receivable and Payable for both offices. I participated in basic accounting for select clients and the preparation of tax returns.

### **Relevant Qualification**

- Experience managing student interns.
- Experience following governmental regulations and policies.

### **Relevant Licenses and Certifications**

- HUD Certified Housing Counselor
- Certified Credit Union Financial Counselor, from Credit Union National Association
- Trained Meetings Facilitator