

Assistant Site Manager Responsibilities Ensure excellent customer services to residents and prospective residents Manage leasing, move-outs, marketing, maintenance and unit turnover processes Wait List Management Office Management Ensure property is operated in compliance with applicable laws and in compliance with funder requirements Engage and collaborate with Portfolio Manager, Property Management, and Facilities Management Travel between two locations on a regular basis: Graham Terry and Tate Mason Work location Note that this position is split between two locations: Graham Terry 2020 Terry Ave. Seattle, WA 98121 Tate Mason House 1100 Minor Ave. Seattle, WA 98101 Work schedule Tuesday-Saturday, 40 hours per week with flexibility to work schedules to accommodate leasing needs, including weekends and evenings. Compensation We offer competitive compensation and a comprehensive benefits package including: Starting hourly wage \$24.05 - \$26.38 depending on experience 24 days of paid time off in the first year of employment (for all employees working over 20 hours per week) 403(b) retirement plan with immediate eligibility for employee contributions and employer matching after 15 months of service Health, dental, and vision insurance plans, with FSA / employer-funded HSA Long-term disability insurance and employer paid life insurance Commuter benefits Professional Development and Job Training Resources Flexible / Remote work schedules for some positions To view our full benefits package, visit [www.mybellwetherhousing.com](http://www.mybellwetherhousing.com) Requirements Minimum 2 years prior apartment management or leasing experience in the property management industry. Equivalent education/experience may substitute for stated requirements. High school diploma or GED. Equivalent education and experience may be substituted for the stated requirements. Experience working with affordable housing programs. Exceptional customer service aptitude, including problem-solving skills and the ability to respond quickly and tactfully to both internal and external customer requests. Experience in Fair Housing and local Landlord Tenant Law. Dependable, highly motivated and organized individual, skilled at meeting deadlines and producing high quality work. Good oral and written communication skills and ability to communicate in English. Ability to work independently and as part of a team. Positive attitude a must. Ability to travel between Graham Terry and Tate Mason on a regular basis. Experiencing working with Microsoft Office user applications, including Word, Excel, and Outlook. Experience supervising staff. Desired Qualifications Completion of WSHFC Fundamentals and Advanced training workshops. Project Based Section 8 (HUD) experience. Experience with Seattle Housing Authority Section 8 Project and Tenant Based programs. Experience working with AMSI/eSite/Yardi or equivalent property management software. Demonstrated ability to build effective partnerships with community constituencies and social service agencies. Experience working with social service programs for diverse populations and making referrals as appropriate. Prior cleaning and light maintenance experience in a work environment. Additional Requirements for Final Candidates Pass a local, state and national criminal history background check prior to employment with Bellwether Housing. Beginning October 25, 2021-based on the federal regulation from OSHA, all candidates that move to a final interview in the process, must certify they have received their Covid-19 vaccinations, by sending a copy of vaccine certification to [vaxcert@bellwetherhousing.org](mailto:vaxcert@bellwetherhousing.org). If not vaccinated, candidates that move forward in the process must submit a recent (no more than 72-hours prior) negative Covid-19 test result to [vaxtest@bellwetherhousing.org](mailto:vaxtest@bellwetherhousing.org). If the candidate is offered the position and remains unvaccinated, they will be required to submit negative test results every Monday to [vaxtest@bellwetherhousing.org](mailto:vaxtest@bellwetherhousing.org) Our Commitment to Equity, Inclusion and Anti-Racism Work Discriminatory, predatory, and intentionally racist practices in our country's housing system have advantaged white people and disadvantaged Black, Indigenous, and People of Color, contributing to the racial wealth gap. Our city, Seattle, has a history of housing segregation, redlining, and systematically denying people of color access to safe and affordable homes. As a housing organization, we cannot do our work of creating equitable communities through housing without addressing racism. Housing justice is racial justice. We are striving to be an anti-racist organization and are committed to doing the work to dismantle the racism within our organization and in our broader community, while acknowledging we have a long way to go. Every employee is encouraged to be a part of making Bellwether more equitable, just, and inclusive. Equal Opportunity Bellwether Housing is an equal opportunity employer. We value diversity, including the diversity of thought and experience. We are committed to building an open and inclusive culture for all employees. We consider all applicants without regard to education, race, ethnicity, national origin, religion, gender, gender identity, sexual

orientation, age, skills, and level of experience. We strongly encourage candidates of all backgrounds to apply.