

**Job Type**

Full-time, Full-time

**Description****Organization Overview**

Bellwether Housing was founded in 1980 to create affordable housing for workers in downtown Seattle. After 40 years, Bellwether is the region's largest nonprofit affordable housing provider.

Today, we serve over 3,500 residents in 2,100 homes. We serve families, seniors, and young people starting out. We also serve many veterans, immigrants, and workers being paid less than a living wage.

Our housing is near jobs, transit, schools, and community amenities, increasing access to opportunities for our residents. By increasing access to the opportunity and prosperity of the region, our work cultivates a more vibrant and equitable city for all.

Looking forward, Bellwether will continue to integrate our four decades of expertise with new ideas and pioneering development approaches. Bellwether plans to add 2500 new homes to our portfolio by 2025 to meet the huge need for housing in urban King County.

**Assistant Site Manager Responsibilities**

- Ensure excellent customer service 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

**Work location**

Arbora Court                      or    Sortun Court  
4750 15th Ave. NE                4550 16th Ave. NE  
Seattle, WA 98105                Seattle, WA 98105

**Work schedule**

Tuesday-Saturday, 40 hours per week

**Compensation** - This position offers a \$1,500 Sign-on Bonus!

We offer competitive compensation and a comprehensive benefits package including:

- Starting hourly wage is \$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)
- In honor of Diversity and Inclusion, BW employees receive 10.5 holidays per year to elect of their own choosing. Note: the number of days is prorated the first year of employment based on time of start and average hours worked for non-exempt (hourly) employees.
- 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**

### 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.
- Proficient with Microsoft Office user applications, including Word, Excel, and Outlook.
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- **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.

### **Other Job Requirements**

- A willingness to learn about one's own prejudices and biases.
- An ability to work toward equal status relationships with people who are different.
- An ability to question personal assumptions about the skills and competencies of employees who are different.
- A desire to learn as much as possible about how one's own culture is different from others, and how that contributes to a particular way of viewing self and others.
- An ability to take risks to communicate with people from other cultures.
- An ability to learn from mistakes made in trying to communicate with people of other cultures.
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds
- Personal or professional experience in anti-oppression work
- Commitment to anti-racism and dismantling institutional and systemic racism

All candidates that move to the final interview in the process must pass a comprehensive criminal background check and professional references completed prior to employment with Bellwether Housing.

Medical, Dental & Vision benefits for you and your family

## Here's what we offer you!

We are dedicated to supporting our employees by offering excellent benefits, career progression opportunities and the ability to be a part of our mission!

Generous compensation range with the following benefits & perks:

- Medical, Dental & Vision benefits for you and your family
- Flexible Spending Account/Health Savings Account
- 403(b) retirement plan with employer match after 15 months of service
- Employee Assistance Program
- Employee Referral Bonus
- 24 days of PTO in your first year of employment
- 10 1/2 holidays per year
- ORCA Transit Pass
- Employer Paid Continuing Education \$2500 per year- after 1 year of employment
- Opportunity for growth & promotion
- Being a part of a mission-based organization

Voluntary Benefits:

- Long-term disability
- Flexible Spending & Dependent Care Accounts (FSA)
- Health Savings Accounts (HSA)
- Retirement Plan

To view our full benefits package visit: [www.mybellwetherhousing.com](http://www.mybellwetherhousing.com) *Bellwether Housing is an equal opportunity employer. We will not discriminate based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We support the Americans with Disabilities Act (ADA) to reasonably accommodate all qualified applicants [and employees] including by providing reasonable accommodations to people with disabilities.*

*Bellwether Housing is dedicated to building a diverse, equitable, and inclusive workplace. We value having employees whose skills, experiences, and backgrounds reflect the populations we serve. We are committed to being an anti-racist organization, while acknowledging we have a long way to go. You can learn more about our DEI work [here](#).*

**Any internal candidate that is selected for this position will be subject to a 90-probationary period regardless of the previous role at Bellwether. Bellwether will ensure that individuals with disabilities are provided reasonable accommodation to perform essential job functions and to receive other benefits and privileges of employment. Beginning October 25, 2021- based on Bellwether Housing policy, 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).**