

Position Summary The Property Management Specialist I will utilize proven skills and knowledge to readily adapt to the challenges that accompany supporting different communities, as assigned. Each day will be unique, requiring an ability to prioritize, multitask, think creatively, take initiative, and employ a diverse set of skills. The Property Management Specialist I is responsible for providing site management coverage at buildings, providing superior customer service to residents. Support PM and accounting departments by applying expertise in Yardi, SharePoint, and other software programs to create portfolio-wide efficiencies. Provide active leasing support at properties experiencing occupancy challenges and at new properties leasing up. All candidates that move to the final interview in the process must pass a comprehensive criminal background check and employment verification prior to employment with Bellwether Housing. \*\*Any internal candidate that is selected for this position will be subject to a 90-day probationary period regardless of previous role at Bellwether.

**Property Management Specialist I Responsibilities**  
Perform Building Coverage & Leasing Support at Bellwether Buildings  
Site Management Support & Special Projects  
Ensure excellent customer services to residents and prospective residents  
Engage and collaborate with Portfolio Managers, Property Management department and other Bellwether departments  
Work location This position is located out of our SLU office that is partially remote and partially on-site. Any candidate hired into this position will need to be able to travel to the site as needed.  
Bellwether Housing 433 Minor Ave. Seattle, WA 98109  
Work schedule Monday through Friday, 40 hours per week  
Compensation We offer competitive compensation and a comprehensive benefits package including: Starting hourly wage \$26.12-28.76 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.mycbellwetherhousing.com](http://www.mycbellwetherhousing.com)

**Requirements**  
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. Experiencing working with Microsoft Office user applications, including Word, Excel, and Outlook. Experience supervising staff. Transportation is preferred to travel to buildings from Northgate to Tukwila.

**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 Yardi or equivalent property management software. Must be adaptable with the ability to work in different office settings on a regular basis. 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.