

We offer competitive salary, great benefits, and work that matters to our community.

The Organization: Seattle Housing Authority (SHA) is a growing, innovative, and mission-driven Agency based in Lower Queen Anne, Seattle. We are committed to advancing housing equity throughout the city, and creating a supportive, inclusive workplace for the 650+ employees who propel SHA's mission forward every day. Through our work, we expand housing opportunities for all, cultivate strong communities, and improve quality of life for our citizens and neighbors. We are best known for centering care and respect in our relationships with clients and leading with a deep commitment to race and social justice equity.

SHA's passionate and talented workforce have elevated the organization into a nationally recognized leader in housing and development. We believe in a workplace where "everyone" means "everyone," and creating an environment where employees can do their best work is the right thing to do. SHA fosters an inclusive culture where employees are celebrated for being exactly who they are and valued for their unique perspectives shaped by their lived experiences. SHA employees enjoy competitive pay and holistic benefits, flexible and alternative work arrangements, robust learning and development opportunities, career development, employee assistance program, and several affinity groups to help staff feel connected to themselves and their peers.

Every now and then, self-assurance holds us back from chasing opportunities. Studies have shown that women and people of color are less likely to apply for their dream job if they do not meet every qualification. At Seattle Housing Authority, we are dedicated to building a diverse, inclusive, and authentic workplace that celebrates your identity and the background you bring with you. We do not believe there is only one "perfect" candidate and encourage you to apply even if you do not meet every qualification. You may just be the candidate we are looking for!

The Position: We are seeking to fill an **Assistant Property Manager** position. We are looking for someone to administer and implement policies for SHA.

The ideal candidate has:

- **Proof of vaccination on first day of employment.** Please read our [vaccination policy](#).
- High school diploma or equivalent plus one year of college level course work in Business, Property Management, Social Services, or related fields.
 - May substitute an additional year of relevant work experience for the year of college level course work
- Two years of work experience in non-profit public service, social services, human services, housing programs, or related fields
- Valid Washington state driver's license with an insurable driving record

What will you do?

- Establish and maintain resident accounts
- Verify eligibility of applicants and transferring residents
- Assess and document complaints
- Prepare and serve eviction notices

- Take appropriate emergency action
- Conduct housekeeping and safety inspections and annual re-inspections of housing units
- Coordinate issuance, completion, and tracking of ADA/504 requests and forms
- Refer residents to community agencies
- Receive and process grievance hearing requests

The Location: Seattle, WA

Why Should You Apply?

- Competitive salary
- Great benefits
 - We offer medical, dental, vision insurance, and Public Employees' Retirement (PERS), if hired into an eligible position.
 - We also offer generous paid leave and holidays
- Reasonable hours
- Opportunities for on-the-job training

For additional information on the job, please see the [full posting](#).

For information on our hiring practices, see our diversity policy and equity policy.

To apply please click [here](#)