

**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 don't 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 don't believe there's only one 'perfect' candidate and encourage you to apply even if you don't meet every qualification. You may just be the candidate we're looking for!

## **The position:**

Our Community Services Department is seeking to fill a Digital Skills Instructor position. The Digital Skills Instructor will be paid **\$35.00 per hour**.

This position is going to be a **Temporary Full-Time** position with an estimated end date of **June 30th, 2023**.

## **The ideal candidate has:**

- **Proof of vaccination on first day of employment.** Please read our [vaccination policy](#).
- Bachelor's degree in Education, communications, business, public administration, humanities, or related field is strongly preferred
  - May substitute an additional four years of relevant work experience in lieu of a degree.
- Five years' experience and/or training in social services, housing, human services, or related field.

## **What will you be doing?**

- Deliver group instruction in Digital Skills, both in-person and remotely, as necessary.
- Lead logistics planning for all group instruction sessions, including scheduling, space, and interpretation issues as they arise.
- Liaise with Community Builders, Employment Specialists, and team members to ensure successful plans are developed for enhancing clients' digital skills.
- Monitor and Evaluate progress through client assessments and data tracking.

- Participate in training and professional development relevant to the role.
- Other duties as assigned.

For information on our hiring practices, see our [diversity policy](#) and [equity policy](#).

To apply, click [here](#)