

**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:**

We are seeking to fill a **JobLink Project Coordinator Position**. Under general supervision of the JobLink Manager of New Initiatives and Strategic Partnerships, the JobLink Project Coordinator is responsible for the strategic planning and project management in a variety of areas based on the existing and emergent needs of the JobLink program. A primary focus will be on designing & coordinating the administrative functions that support former foster youth, including coordination with JobLink Leadership & Career Coaches as well colleagues in the Housing Choice Voucher department. A second key focus is coordinating JobLink's data & file compliance processes, recommending strategies and coordinating key tasks such as data & file reviews to ensure compliance with grant & regulatory requirements.

The pay for this position is **\$29.10 - \$43.65 per hour D.O.E, Knowledge, Abilities.**

## **The ideal candidate has:**

- **Proof of vaccination on first day of employment.** Please read our [vaccination policy](#).
- Minimum of 2 years' experience in vocational and/or educational counseling, social work, human services, or case management is required.
- Bachelor's degree in Social Work, Human Services, Business or related field, OR may substitute an additional five years of relevant work experience for the required degree.
- Valid Washington driver's license with fully insurable driving record.

## What will you be doing?

- Plans, coordinates and/or performs complex administrative or business management activities of a program or function for the agency.
- Reviews program objectives to determine compatibility with agency's mission; assesses programs and implements policy, procedure, or rule changes.
- Coordinates service delivery processes for programs administered by department or agency.
- Plans, implements, and coordinates special projects or programs; prepares detailed program reports.
- Conducts special projects at management's request; prepares and presents reports.
- Provides direction and guidance to staff concerning program issues.
- Attends legislative, public and advocacy group meetings; presents information for discussion and/or decision-making purposes; responds to requests for information.
- Participates in the management of agency, function, or program; attends planning sessions, recommends allocation of resources, provides feedback to employees and management.
- May perform or supervises the performance of activities related to fiscal management, contract management, procurement, etc.
- May develop and monitor compliance with annual budgets; consult with program staff regarding the availability of funds and the preparation of funding requests.
- May provide training in administrative/management practices and procedures.
- Perform other related duties as required.

**The Location:** High Point

## 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
  - Opportunity for part-time remote work, depending on position.
- 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 for this position click [here](#)