

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

Seattle Housing Authority is a growing, innovative and mission focused independent government Agency based in lower Queen Anne, Seattle. We have a highly diverse, committed staff of more than 600 people who are dedicated to expanding housing opportunities, promoting quality communities, and improving quality of life for our citizens and neighbors.

We are best known for the great care we take of our clients, our dedication to creating a work environment where employees do their best work and for our deep commitment to race and social justice equity.

We are seeking to fill a **Housing Choice Voucher (HCV) Program Analyst – Contract Administration** position. The **HCV Program Analyst – Contracts Administration** will be paid in the range of **\$30.56 – \$45.84 per hour (D.O.E, knowledge, skills, and abilities)**

The Position: Under general supervision, manage and coordinate ongoing and new contracts with non-profit housing partners to ensure contracts for Project-Based housing are up-to-date, consistent with applicable law, and executed in a quality and consistent manner in order to satisfy the mission of the Seattle Housing Authority. Assist management in analysis of programs, processes, procedures, and related business needs. The position contributes to business decisions in an analytical role through planning and monitoring organizational performance against program goals and objectives to ensure program results.

Minimum Requirements:

- Two to four years of experience in an analyst position or related field. Requires strong analytical and communication skills and program/project management capabilities.
- Bachelor's Degree from an accredited college or university with preferable coursework in Business, Management, Finance and Accounting, Economics, Statistics, or related field. A directly related graduate degree may be substituted for experience.
- Proof of vaccination on first day of employment. Please read our vaccination policy.

To view the detailed position description, along with the qualifications, required knowledge, skills and abilities, click [here](#)

The Location: 190 Queen Anne Ave N, Seattle WA 98109

Why Should You Apply?

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

The Seattle Housing Authority has a [COVID-19 Vaccination Requirement Policy \(Download PDF reader\)](#) that requires all regular, part-time, and temporary employees to be **fully vaccinated** against COVID-19 for the health and safety of its workplace and community. New hires must provide proof to SHA Human Resources by their first day of employment that they are fully vaccinated. Individuals with a qualifying medical or religious reason may submit a request for exemption.

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

To apply for this job, kindly [click on this link](#) and follow instructions.