

Position Summary Oversee all aspects of managing building, promoting a “sense of community” among residents with activities and services, working to solve problems and facilitate a responsible and positive community. Complete leasing and move in tasks in accordance with Bellwether policies. Utilizing property management software, collect rent and monitor resident accounts. Complete initial and ongoing certification of residents as prescribed by Bellwether procedures. Work in collaboration with the Facilities and Maintenance Department to coordinate work orders, preventative maintenance, and unit turnover. Act as liaison to agencies providing referrals and case management to the residents. Site Manager III responsibilities Provide professional, responsive, caring, and knowledgeable interactions with applicants and residents. Always seek to resolve complaints or client concerns, treating all parties in a respectful and helpful manner, regardless of their behavior. Collect rents, monitor delinquencies, and assist the Portfolio Manager with eviction procedures, as necessary. Perform light cleaning duties as needed including grounds pick-up, vacuuming hallways, and keeping common amenity rooms and lobby areas clean and free of trip hazards. Manage all aspects of leasing vacant units including marketing, showing units, and assisting applicants to accurately complete rental applications and provide required supporting documentation. In conjunction with the Compliance Department, qualify applicants according to Bellwether’s screening criteria and building-specific income restrictions. Conduct annual recertification of resident’s income and overall eligibility to maintain compliance with funder regulatory agreements. Collaborate with the Facilities Management Department to coordinate work orders, preventative maintenance, and unit turnover work. Collaborate with Resident Services team to provides resources and referrals to residents. Create a sense of community among residents, coordinating and engaging in regular events. Champion and cultivate an inclusive work environment. Work Location Meridian Manor Apartments 10345 Meridian Ave N Seattle, WA 98133 Work Schedule Full-time. Monday-Friday, 40 hours per week with flexibility to work schedules to accommodate leasing needs, including weekends and evenings. Compensation We offer competitive compensation and a comprehensive benefits package including: Starting hourly wage \$28.36 - \$31.34 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.mybellwetherhousing.com Requirements High school diploma or GED 3+ year’s prior apartment management in 100+ units. Equivalent education/experience may be substituted for stated requirements. Previous affordable housing compliance experience that demonstrates knowledge of initial and annual certification process, including reviewing and interpreting background screening reports and calculating household income. Proficient in Microsoft Office applications including Word, Excel, and Outlook. Excellent written and verbal communication skills. Ability to communicate clearly and concisely, both verbally and in writing. Ability to always exercise discretion and confidentiality. Experience applying fair housing laws and local landlord/tenant laws. Exceptional customer service aptitude including problem-solving skills and the ability to respond quickly and tactfully to both internal and external customer requests. Positive attitude a must. Highly organized and strong attention to detail, capable of taking personal initiative in a project as needed, making sure all work is completed and of high quality. Great interpersonal skills to apply in diverse working situations with a variety of coworkers. Proven ability to work independently and as part of a team. Experience working with Yardi property management software or equivalent. Desired Qualifications Minimum one (1) year experience supervising staff. Completion of WSHFC Tax Credit Fundamentals and advanced training workshops. Certified Occupancy Specialist or Certified Professional of Occupancy designation. Experience with Seattle Housing Authority Section 8 Project and Tenant-Based programs. Experience working with Yardi or equivalent property management software. 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 Bilingual or Multilingual. Must be able to perform non-repetitive lifting of at least 25 lbs. 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.com . 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. 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

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.