

# Housing News

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Housing News is a publication of the Housing Development Consortium of Seattle - King County  
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*“The Voice for Low Income Housing in King County”*

## 20<sup>th</sup> Anniversaries

This year the Housing Development Consortium has three member organizations turning twenty! As **Common Ground (CG)**, the **Housing Resources Group (HRG)** and **Plymouth Housing Group (PHG)** enter their third decade of providing Seattle with affordable housing we wondered— what was it about 1980 that caused so many groups to spring up?

HDC’s oldest organization – the YWCA – has been around since 1884 and several other organizations date from the mid-century. In most cases these older organizations were originally human service providers and didn’t start developing or providing housing until the 1970’s or 1980’s. Younger organizations on HDC’s roster (such as AIDS Housing of Washington or Delridge Neighborhoods Development Association) were created to fill specific gaps - either catering to a specific population’s needs or by serving a particular geographic area.

**Nancy Smith**, who played a role in the early lives of all three twenty-year-old organizations, says that the time was ripe in Seattle for new housing groups to start up. “People saw affordable housing as a visible issue in the community at that time,” she said. Putting the freeway through downtown Seattle resulted in the loss of low-income and affordable housing. Many of the historic downtown SRO hotels were family run and the next generation wasn’t interested in taking over. Additionally the passing of stricter fire codes put a number of low-income units at risk. This combination meant that affordable low-income housing was seen as being in jeopardy.

The groups that formed at this time were all tackling the same basic problem but from different angles. PHG was trying to help make up for the loss of downtown SRO’s and grew out of a church based community. HRG was also interested in helping fill the housing gap but developed out of the business community. **Steve Claggett**, one of the founders of CG, sees the period as a time when things were shifting from for-profit to non-profit. Claggett says

that CG was looking for a way to help non-profits, such as churches and social service organizations build housing without having to learn all the nuts and bolts of development themselves . It grew out of a combined effort of social service groups like the YWCA and the Church Council of Greater Seattle.

HDC congratulates Common Ground, the Housing Resources Group, and Plymouth Housing Group on two decades of building affordable housing for Seattle.

## Triage for S.8 Projects?

On August 23<sup>rd</sup> members of the Affordable Housing Management Association (AHMA) of Washington gathered for their annual meeting. AHMA is an association that supports owners and managers of federally-subsidized housing. Housing preservation and regulatory agreements were hot topics.

Speaking to the audience concern over preservation of Section 8 projects, **George Caruso**, president of the National Affordable Housing Management Association, said that there is simply not enough federal money to save all the existing housing. Caruso commented that the government is going to put money where it can make a difference, i.e. not in the hottest housing markets but in the moderate ones. He feels that the reality is that **only 75 to 80% of the housing will be saved**. With that in mind he urged Washington state funders and advocates to work on developing a preservation policy. One important aspect of that policy could be a way to speed up the process of getting residents vouchers. For financial reasons, owners who may opt-out are not going to reveal this earlier than they absolutely have to. Therefore it is important to have ways of helping residents find new housing as quickly and easily as possible.

With projects requiring a greater number of funders, compliance reporting and inspections are growing more and more complicated. Further, funders use reporting and monitoring to assure their investors that properties are well maintained so as

to maintain the value of the housing stock. One way of simplifying reporting is to enact a memorandum of understanding (MOU) among the funders that allows one of them to do all the monitoring. HUD and the Washington State Housing Finance Commission are currently working on a MOU for tax credit projects.

AHMA speakers' advice for affordable housing developers and managers: stay creative, cooperative and committed to the cause.

### Housing Congress Hires Federici

The Washington Low Income Housing Congress is contracting with lobbyist Nick Federici to carry the banner for low income housing in the deliberations of the State Legislature. Nick was planning to work with former lobbyist Majken Ryherd before she became chief of staff for Co-Speaker Frank Chopp. Nick had this message for our members:

"I am extremely honored and excited to be the new lobbyist for the Washington Low Income Housing Congress. Since 1992, I have worked for a number of state agencies and statewide not-for-profit health care, human services, and housing organizations as a public policy analyst and advocate in Olympia. In addition to the Housing Congress, some of the other organizations with whom I currently work include the American Lung Association of Washington, Washington State Association of Home Care Services, King County Human Services Roundtable, and Friends of the Basic Health Plan. I am looking forward to working with (and learning from) you as we strive to take advantage of the many opportunities, and surmount the numerous challenges, to increase funding and improve policy options for the development and preservation of low income housing in Washington."

### Is Building Green Affordable?

On July 19, HDC's Sustainable Design Affinity Group sponsored a workshop aimed at addressing ways that low-income housing developers can include green design in their work. Green design is generally seen as being prohibitively expensive for developers trying to keep costs low. However, while affordable housing developers may not be able to afford the costs and risks associated with being on the cutting edge of design, there are many ways in which they can incorporate elements of green design in their work.

Pointing out that green design can play a role in every stage of construction from sight selection to insulation to furnishing, **Vernon Abelsen**, an architect at Stickney, Murphy Romaine gave an overview of some of the available green design products and procedures. There was also talk about how to start planning for green building.

**Roger Tucker**, of Environmental Works suggested gathering all the stakeholders in a project (architects, contractors, property managers, boards and funders) together to discuss building green. This allows organizations to educate their funders and board on green design making it more palatable and easier to incorporate. Many attendees at the workshop had already incorporated elements of green design into their work and were able to share experiences with various products and techniques.

Here are some suggestions of inexpensive and easy ways to go green:

- ◆ Use durable products and materials that don't need to be replaced often.
- ◆ Buy locally produced building materials – to cut down on energy and pollution associated with transport.
- ◆ Avoid materials that will off-gas pollutants
- ◆ Minimize packaging waste.
- ◆ Make sure your contractor is committed to recycling and using salvaged materials when possible.
- ◆ Landscape with plants that require little watering.

A point made again and again during the workshop was that while low income housing may never have the money to be totally green there are opportunities to incorporate green design elements. As providers of affordable housing it is time to start thinking about how to build housing that sustains the natural environment as well as the people who live in it.

### Federal Legislative Update

**H.R. 1776** – Homeownership Bill – This bill was passed in the house in April. It appears that the House and Senate will go to conference on this bill in the next few weeks. The bill has good sponsorship by both parties but advocates have concerns about provisions that relax income-targeting guidelines and provide for a broad "regulatory barrier removal".

**S. 2997** – National Affordable Housing Trust Fund – Introduced by Senator John Kerry (D-MA), this bill would establish a national affordable housing trust fund in the U. S. Treasury using surplus FHA and Ginnie Mae revenue. Funds would be used for new construction, acquisition of property, site preparation and improvements, sustainable rehabilitation of existing properties and rental subsidy. The bill was the subject of a subcommittee hearing on September 12<sup>th</sup>. The subcommittee also looked at S. 2914, a bill providing FHA-insured homeowners with rebates from excess revenue in the FHA's single family mutual mortgage insurance fund.

**S. 2733** – Preservation Matching Grant; Elderly Disabled Housing. This bill includes a preservation matching grant to states and local governments to give them another tool to maintain the affordable housing stock in their communities. Although the Congress is nearing its end, advocates and Senate staff are seeking vehicles for the bill to make it through the Senate this year, they are hoping to have S. 2733 included in the conference on H.R. 1776.

**Appropriations Bill** - The House passed their HUD appropriations bill, H.R. 4635, in June. That bill slated \$2.5 billion less than what the President requested for federal housing programs. The Senate is in the process of marking up its HUD/VA/IA appropriations bill. Please contact your Senator and request that the President's housing budget request be fully funded.

### Public Hearing for Seattle Budget

Mayor Schell will deliver his proposed 2001-2002 budget to the Council on September 25. A public hearing on the Mayor's budget is scheduled for **October 9** at 5:30pm in the City Council Chambers, 600 4<sup>th</sup> Avenue, 11<sup>th</sup> floor.

### Washington Reinvestment Alliance Strategy Meeting

Here is your chance to give input on new directions for the organization. **October 11, 8:30am – Noon**, location TBA. HDC members are encouraged to attend. If you are interested in attending please contact Melissa Foster at 206 / 443-9935 x 133 or [melissaf@lihi.org](mailto:melissaf@lihi.org).

### United Way Homelessness Initiative

United Way of King County's report and recommendations –*Out of the Rain*– can be obtained from Vince Matulionis, [vmatulionis@uwkc.org](mailto:vmatulionis@uwkc.org), 206/ 461-3785.

### HDC Membership Retreat

On **October 12**, HDC will hold its annual membership retreat at St. Andrew's Housing Group. This day-long retreat will focus on next year's work plan for HDC and the future shape of the organization. Keep your eyes open for more information on this event.

### DEADLINE FOR NEWS ITEMS IS THE 12<sup>th</sup> OF EVERY MONTH.

### Project Open Houses & Events

**Common Ground 20th Anniversary Celebration, Sept. 20, 5:30 pm-7:00pm, Bell Harbor Conference Center.** Help Common Ground celebrate 20 years of service. Common Grounds look forward to sharing this milestone with all of you who have helped make affordable housing a priority throughout our state.

**Growth Management Act 10th Anniversary Celebration, Nov. 9, 6:30 pm-8:30 pm, Woodland Park Zoo Rain Forest Pavilion.** Please come to honor the achievements and progress. Awards. Recognitions. Buffet and no-host bar. RSVP to The Office of Community Development at 360/ 725-3053.

**Plymouth Housing Group 20<sup>th</sup> Anniversary, November 9, Safeco Stadium.** Details to follow.

### Workshops, Seminars & Conferences

**Welcome to Leadership I, Sept. 18, 6:00 - 9:30 pm, Town Hall, Seattle.** What is the role of the neighborhood leader? What are the essential things you should do to be effective in this role. This workshop will focus your vision and intent as a community leader and the essential functions of leadership. Presented by City of Seattle Department of Neighborhoods. Free. To register call 206/ 684-0719 or email [sandy.brooks@ci.seattle.wa.us](mailto:sandy.brooks@ci.seattle.wa.us). (This workshop will also be presented on October 2.)

**Communications: Getting the Word Out, Sept. 23, 9:00am -12:30 pm, Town Hall, Seattle.** Learn low-cost ways to produce effective newsletters, special event invitations, press releases for your organization, and other ways to keep your members and the community informed about your activities. Presented by City of Seattle Department of Neighborhoods. Free. To register call 206/ 684-0719 or email [sandy.brooks@ci.seattle.wa.us](mailto:sandy.brooks@ci.seattle.wa.us).

**Housing Washington 2000— 7<sup>th</sup> Annual State Housing Conference – Sept. 25-27, Spokane Center.** Presented by the Washington State Housing Finance Commission and the Washington State Department of Community, Trade and Economic Development in partnership with the Washington Low Income Housing Network. Futurist David Pearce Snyder and Mary Ann Gleason, director of the National Coalition for the Homeless are just two of the many top level speakers. For info call 1/800/ 767-HOME x773, or visit [www.wshfc.org](http://www.wshfc.org).

**The New Philanthropies: What are they and how to utilize them, Sept. 26, 8:00am - 1:00pm, Seattle.** Presented by the Seattle Social Enterprise Consortium and the Greater Seattle Chamber of Commerce. This free event is targets to

the interests and needs of the Seattle-King County nonprofit social service community. It will focus on the growing social enterprise movement in Seattle. To register e-mail Mark Pomerantz at [mark.pomerantz@ci.seattle.wa.us](mailto:mark.pomerantz@ci.seattle.wa.us) or call 206/ 684-0329.

**Planning for Your Agency's Technology Needs, Sept. 26, Seattle.** Learn what is involved in writing a winning plan that states your vision for technology, and that takes your organization and its mission boldly into the new high tech frontier. Sponsored by Impact Capital and US Bank. To register call 358-0238.

**Low Income Housing Tax Credit Certification Course – Sept. 28-29, Radisson Hotel, SeaTac.** Presented by Spectrum Seminars. Intensive course covers all aspects of the LIHTC program and compliance issues to earn the C3P Professional designation (Certified Credit Compliance Professional). Course fee \$425 per person. Contact Joe at 425/454-6836 for more information.

**Financial Management and Budgeting Workshop – Sept. 27, Radisson Hotel, SeaTac.** Presented by Spectrum Seminars, this all-day workshop trains people in the financial management of a subsidized property as well as covering the preparation of property-level budgets. Registration fee amount TBA. Contact Joe at 425/454-6836 for more information.

**Planning and Leading Effective Meetings, Oct. 9, 6:00 -9:30 pm, Town Hall, Seattle.** This workshop will give you tools to plan and manage meetings that are productive and stimulating. We will discuss your prior experience and special challenges as well as some of the limitations of and alternatives to meetings. Presented by City of Seattle Department of Neighborhoods. Free. To register call 206/ 684-0719 or email [sandy.brooks@ci.seattle.wa.us](mailto:sandy.brooks@ci.seattle.wa.us).

**Build Green and Profit / Sell Green and Profit, Oct. 11, Wyndham Gardens Hotel.** Presented by the Master Builders Association this is the first in a series of Built Green classes. This class is free to all registered Built Green participants. For additional information, call the MBA's fax on demand hotline, 1-800-723-2309, and request Document Number 630

**3rd Annual Transit-Oriented Development Conference, Oct. 13, 9am-4pm, W Hotel Seattle.** Learn how the public and private sectors can work together with transit to help create livable communities in the Central Puget Sound Region.

\$50 per person. To register call Gina Gianelli at 206/ 398-5250.

**Managing Volunteers & Getting People Involved, Oct. 16, 6:00pm -9:30 pm, Town Hall, Seattle.** This workshop will give you the knowledge and skills you need to sustain your current volunteers' dedication and commitment and mobilize new volunteers in support of your activities. Presented by City of Seattle Department of Neighborhoods. Free. To register call 206/ 684-0719 or email [sandy.brooks@ci.seattle.wa.us](mailto:sandy.brooks@ci.seattle.wa.us).

**Basic Apartment Management Course Part I, Oct. 16-17, Wenatchee.** This course is the first step in completing the requirements for the Rural Affordable Housing Professional Certification. This is the only time this year the course will be offered. Contact Joe Diehl at 425/454-6836 for more information.

**Tax Credit Compliance Symposium, Oct. 19 & 20, Omni Netherland Plaza, Cincinnati, OH.** Presented by Spectrum Seminars. A track of basic workshops for those new to the program, plus two tracks for discussions and panels with syndicators, equity funds, accounting firms, legal experts, and management companies. Course notebook with reference materials. Software vendor displays. Register before August 1 for discount rate of \$575. Call 207/767-8000 for details and info on hotel and air discounts.

**Generating Resources I, Oct. 23, 6:00pm - 9:30 pm, Town Hall, Seattle.** This action-oriented workshop will demystify the process of raising money, help you develop a compelling case for support, and give you the chance to meet people who have raised hundreds of thousands of dollars in support of neighborhood projects. Presented by City of Seattle Department of Neighborhoods. Free. To register call 206/ 684-0719 or email [sandy.brooks@ci.seattle.wa.us](mailto:sandy.brooks@ci.seattle.wa.us).

**Empowering People and Creating Dynamic Communities - NAHRO's National Conference, Oct. 29 - November 1, Phoenix Civic Plaza, Phoenix, AZ.** The conference will focus on the programs, techniques and tools that will help to empower the people in our communities and your agency to work in partnership to create the dynamic communities of this new century. For more information call 312/ 782-2958.

**Increasing Participation and Diversity in Neighborhood Activities, Nov. 4, 9:00am - 12:30 pm, Town Hall, Seattle.** Neighborhood leaders will learn to create organizations in which citizens with diverse skills, perspectives, and

backgrounds exercise leadership and help those around them release their full power and potential. Presented by City of Seattle Department of Neighborhoods. Free. To register call 206/ 684-0719 or email [sandy.brooks@ci.seattle.wa.us](mailto:sandy.brooks@ci.seattle.wa.us).

**Generating Resources II, Nov. 6, 6:00pm - 9:30 pm, Town Hall, Seattle.** Continue learning about fundraising, including the basics of proposal writing and building relationships with individual donors. In addition, you will have the opportunity to talk directly with foundation and government funders. Presented by City of Seattle Department of Neighborhoods. Free. To register call 206/ 684-0719 or email [sandy.brooks@ci.seattle.wa.us](mailto:sandy.brooks@ci.seattle.wa.us).

**National Community Land Trust Conference 2000, November 9-11, Albuquerque, NM.** Presented by the Institute for Community Economics the conference offers a range of workshops on organizing Land Trusts, homeownership and other technical topics. Registration deadline is October 11. For more information contact Julie at ICE: 413-746-8660 or [JOrvisICE@aol.com](mailto:JOrvisICE@aol.com). Some scholarships are available.

**Community Solutions -Enterprise Foundation 19<sup>th</sup> Annual Conference, November 12-15, Atlanta Hilton and Towers, Atlanta Georgia.** Details TBA . For more information visit [www.enterprisefoundation.org/training/netconf](http://www.enterprisefoundation.org/training/netconf) or email questions to [networkconference@enterprisefoundation.org](mailto:networkconference@enterprisefoundation.org)

**Leadership II: Shared Leadership, Nov. 13, 6:00pm -9:30 pm, Town Hall, Seattle.** This session will provide tools that leaders use to grow leadership, create clarity, and encourage accountability in their group, with a focus on strategic and tactical planning. Presented by City of Seattle Department of Neighborhoods. Free. To register call 206/ 684-0719 or email [sandy.brooks@ci.seattle.wa.us](mailto:sandy.brooks@ci.seattle.wa.us).

**Facilitating Difficult Situations, Dec. 2, 9:00am -12:30 pm, Town Hall, Seattle.** There are times when disagreement, criticism, polarization, and debate are necessary and helpful. This workshop will give participants the skills to transform conflict into creativity, innovation, and positive change. Presented by City of Seattle Department of Neighborhoods. Free. To register call 206/ 684-0719 or email [sandy.brooks@ci.seattle.wa.us](mailto:sandy.brooks@ci.seattle.wa.us).

**Working with the City, Dec. 11, 6:00pm -9:30 pm, Town Hall, Seattle.** This workshop will help you work productively with City departments, the

Mayor, and the City Council. Through discussion and presentations, you will come away with effective techniques for getting what you need from City government. Presented by City of Seattle Department of Neighborhoods. Free. To register call 206/ 684-0719 or email [sandy.brooks@ci.seattle.wa.us](mailto:sandy.brooks@ci.seattle.wa.us).

**Introduction to Project Management, Dec. 16, 9:00am -12:30 pm, Town Hall, Seattle.** this workshop will introduce the basic techniques for managing successful projects: defining the project scope, developing a projects plan and budget, gaining community support, working with contractors and measuring results. Presented by City of Seattle Department of Neighborhoods. Free. To register call 206/ 684-0719 or email [sandy.brooks@ci.seattle.wa.us](mailto:sandy.brooks@ci.seattle.wa.us).

**Lead Paint Inspector/ Risk Assessor / Abatement Worker Training, Winter 2000, Bellevue WA.** For more information on these trainings please contact Ann Kimerling, Department of Civil Engineering at 541/ 737-6839

**National Coalition for Homeless Veterans, March 7-9 2001, Washington DC.** Save the Date! For more information visit [www.nchv.org](http://www.nchv.org) .

**Washington State Council for Affordable and Rural Housing Thirteenth Annual Meeting at Conference, April 16-19 2001, WestCoast Wenatchee Hotel.** Save the Date! Program will be finalized pending the official publication of the 1930-C Regulations. For more information call Joe Diehl at 425/454-6836.

\*\*\***Employment Opportunities**\*\*\*

See [www.HDC-KingCounty.org](http://www.HDC-KingCounty.org) for up-to-date job announcements!

**Accounting Assistant, Community Psychiatric Clinic.** Full-time position with nonprofit community mental health clinic. Calculate tenant rents, oversee housing data for a variety of funding sources. Knowledge of HUD guidelines a plus. \$10+/hr. DOE. Excellent benefit package including employer paid med/dental/life plans and 3 weeks vacation first year. Send resume and cover letter identifying position to: HR, Community Psychiatric Clinic, 4319 Stone Way N., Seattle, WA 98103 or [hr@cpcwa.org](mailto:hr@cpcwa.org). EOE. **OPEN UNTIL FILLED.**

**Associate Director of Housing Management, Low Income Housing Institute.** The Associate Director will oversee funding compliance requirements for housing projects, supervise site



staff, & other asset management functions. Must have background in property management, social services & experience overseeing programs. Salary DOE. Call 206/443-9935 ext. 138 for job description and application.

**Case Manager, Noel House.** Noel House is a shelter for homeless women 18 years or older. This position is responsible for client assessments and assisting with referrals to a variety of services including Social Security and GAU benefits, mental health and drug/alcohol service, job training and placements, and housing referrals to transitional and permanent housing. 37.5 hours a week. Salary \$24,268 - \$28,322 (DOE) plus benefits. Send resume and cover letter to AHA, HR-NOELCM, 1902 Second Avenue, Seattle WA 98101. For more information contact Gillian Parke 206/441-3210. **OPEN UNTIL FILLED**

**Clinical Supervisor, Matt Talbot House.** Responsibilities include oversee operation and supervise all aspects of the clinical program, including clinical staff and volunteers, as well as overseeing grant applications. Minimum qualifications include a Bachelor's degree in social service field, five years direct clinical experience in alcohol and drug abuse services and specific clinical supervision training in alcohol and drug abuse services. Full-time position with benefits. Salary \$30-\$33,000 (DOE). Send resume and cover letter to Archdiocesan Housing Authority, HR-MTCS, 1902 Second Avenue, Seattle, WA 98101. **OPEN UNTIL FILLED**

**Community Developer, Intercommunity Housing.** This position will have primary responsibility for planning and implementation of community outreach and acceptance of strategies associated with new property development; represents Intercommunity Housing to the public in various forms including presentation at public hearings, meetings with public officials, individuals and community organizations and businesses; provide leadership to . Qualifications include: BA in community development, planning or public relations, 2 years of related work experience, experience in the nonprofit or public sector and a commitment to serving low-income populations. This position is located in Seattle. Salary is negotiable with excellent benefits. send cover letter and resume to Jane Graf, President of Intercommunity Housing, 1920 E. Madison, Seattle, WA 98122 or email : [intercommunity@mercyhousing.org](mailto:intercommunity@mercyhousing.org). **OPEN UNTIL FILLED.**

**Development Director, Tacoma Housing Authority.** This position will coordinate all aspects of the Tacoma Housing Authority's recently awarded

HOPE IV grant. The individual will also be responsible for housing acquisition, rehabilitation, construction and occupancy stabilization for newly acquired or constructed housing. In-depth knowledge of low-income and affordable housing finance and development including a thorough understanding of the Low Income Housing Tax Credit Program, bond and other financial mechanisms. Good understanding of real estate law, purchase contract, due diligence process, apartment operating costs and multi-family property management. Good verbal and written skills. Supervisory skills a must. A Bachelor's degree in Business, Public Administration, Economics, Urban Planning or equivalent. Eight plus years of progressive experience in housing development, construction, low income and affordable housing finance and development quantitative analysis, market analysis, and real estate. Salary commensurate with experience. To apply send resume and cover letter to Denise Booth, Executive Secretary, Tacoma Housing Authority, 902 South L Street, Tacoma, WA 98405, or email to [thadbooth@aol.com](mailto:thadbooth@aol.com). **CLOSES SEPTEMBER 27**

**Direct Service Advocate Support Person, Sacred Heart Shelter, AHA.** Sacred Heart Shelter provides safe emergency shelter to families with young children and to single women from the Seattle/King County region. The position works to foster an attitude of support and safety for program participants. Responsibilities include coordinating resident support services, screening and admitting participants to the program, helping to maintain cleanliness and order in the shelter. Qualifications include a bachelor's degree in a related field and experience with homeless people and knowledge of homelessness issues. The position is 20 to 25 hours a week. Beginning salary is \$10.22/hr. To apply send resume to AHA, HR-SHSDSA, 1920 Second Avenue, Seattle, WA 98101. **OPEN UNTIL FILLED**

**Director Of Development, AIDS Housing of Washington.** Dynamic AIDS housing organization seeks experienced professional to plan and implement fundraising efforts. Requires 5 years fundraising experience, including direct mail, major donor solicitation, proven success in grant writing (public and private) and campaign management, exceptional communication and organization skills, supervisory experience, commitment to working with low-income housing and people living with HIV/AIDS. Salary range is \$48,000 - \$58,000, excellent benefits. Please send resume and cover letter to Betsy Lieberman, Executive Director, AIDS Housing of Washington, 2025 First Avenue. Suite 420, Seattle, WA 98121. **OPEN UNTIL FILLED**

**Director of Finance and Administration, Tacoma Housing Authority.** This position will be

responsible for directing the fiscal functions of the agency in accordance with generally accepted accounting principles and in compliance with HUD rules and regulations affecting the operations of a large public housing authority. This position ensures legal and regulatory compliance for all accounting and financial reporting functions, oversees cost and general accounting, accounts receivable/collection, payroll, prepares the agency's budget and directs the preparation of closing of books. CPA with 3-5 years of accounting experience, financial management, planning and analysis. Salary commensurate with experience. To apply send resume and cover letter to Denise Booth, Executive Secretary, Tacoma Housing Authority, 902 South L Street, Tacoma, WA 98405, or email to [thadbooth@aol.com](mailto:thadbooth@aol.com). **CLOSES SEPTEMBER 27**

**Director of Human Resources, Capitol Hill Housing Improvement Program.** This is a major leadership position within the organization including membership on the management team. The position will be responsible for the development, implementation, and administration of all HR functions, provide consultation and assistance to managers and staff, and development policy. Make a difference in an organization that is making a difference in the community. Excellent opportunity for someone looking to move to a top position in this field. Great employee group, comfortable work environment and competitive compensation. The ideal candidate will have: five years experience in human resource field including three in leadership/management position, strong communication skills and experience working with a diverse workforce, and self directed and strong in team formats. To apply submit cover letter, resume and salary history to Executive Director, CHHIP, 1406 10th Ave., Suite 101, Seattle, WA 98122 or [cweinstock-chhip@uswest.net](mailto:cweinstock-chhip@uswest.net).

**Executive Director, Spokane Low Income Housing Consortium.** Working with member nonprofit organizations, in coordination with public and community agencies, the Executive Director will be responsible for all aspects of managing and administering a nonprofit housing development consortium. Duties include assistance to members in ongoing housing development; development and management of the Consortium's funds, and developing annual budgets; public relations; personnel management; and development and maintenance of linkages of member with the business and financial communities, social service groups and funding sources including local, state, and federal governmental entities. This is a full time position with an annual salary range of \$30,000 - \$45,000 plus benefits. To apply send letter of interest and resume to SLIHC, 427 W. 1st Avenue,

Spokane, WA 99201-3706 or by email to [application@slihc.org](mailto:application@slihc.org). **OPEN UNTIL FILLED.**

**Family Investment Center Coordinator, Tacoma Housing Authority.** The Family Investment Center is located at the Salishan public housing development. Responsibilities include identifying and securing education programs, training opportunities and supportive services to be offered through the FIC; ensuring compliance with grant requirements; coordinating FIC programs and activities; and building relationships with community-based organizations, education institutions, and business to promote FIC program development. Master degrees in Social Work or equivalent required. 4-5 years experience in community-based organizations, social services, or public housing preferred. Starting salary \$33,000. To apply send resume and cover letter to Denise Booth, Executive Secretary, Tacoma Housing Authority, 902 South L Street, Tacoma, WA 98405, or email to [thadbooth@aol.com](mailto:thadbooth@aol.com). **CLOSES SEPTEMBER 27**

**Fund Developer/Volunteer Coordinator, Sacred Heart Shelter.** Responsibilities include raising private funds, producing monthly newsletter, and overseeing recruitment and training of volunteers. Must have BA in related field, excellent written and verbal communications skills, experience in fundraising, special events planning and grant writing, and experience and knowledge of homelessness issues. Salary \$25,582 (DOE) full benefits. For more information contact: Joan Clough 206/285-7489. Send resume and cover letter to: Archdiocesan Housing Authority, HR - SHSFD, 1920 Second Ave., Seattle, WA 98101. **OPEN UNTIL FILLED.**

**Grant Writer, Tacoma Housing Authority.** This position will identify funding sources; research and prepare competitive grant applications; develop community partnerships and relationships with resident and agency leaders. Bachelor's degree in business administration, public administration, sociology or English preferred, or five years or more experience in grant writing/management for a public or nonprofit entity. Experience in public housing setting preferred. Starting Salary \$33,000. To apply send resume and cover letter to Denise Booth, Executive Secretary, Tacoma Housing Authority, 902 South L Street, Tacoma, WA 98405, or email to [thadbooth@aol.com](mailto:thadbooth@aol.com). **CLOSES SEPTEMBER 27**

**Maintenance Assistant, Friends of Youth.** Conduct a variety of equipment, building, and ground maintenance. Act as a general handy person to perform routine and emergency repairs, within local and state health, fire, and safety regulations, as indicated by the Maintenance Manager. 16- 24 hours

per week, to be determined. Work schedule flexible, negotiable. One or more years experience in a variety of building maintenance. Salary \$9.00 - \$12.00 DOE. Please send resume and letter of interest to Bob Rench, Director of Administration, Friends of Youth, 16225 NE 87th St. Suite A-6, Redmond, WA 98052. For more information call 425/ 869-6490.

**Office Assistant, Low Income Housing Institute.** A fast-paced non-profit organization helping homeless people to find permanent housing seeks someone with multi-task, organizational and customer skills. For more information call 206/443-9935. Fax resumes to: 206/443-9851.

**Preservation Coordinator, Washington State Housing Finance Commission.** This position involves extensive interpretation of federal regulations, rules guidelines and procedures. The Preservation Coordinator works closely with real estate consultants, housing advocates, tenants and building owners to gather information and to explain the purpose and process of affordable housing preservation. Qualifications include a bachelors of graduate degree, experience in real estate development, finance and analysis. The candidate should be a "numbers person" and have excellent communication skills. Salary \$26,000 to \$37,000 DOE, plus benefits. Send cover letter and resume to Tim Sovold, Manager, Compliance and Preservation Division, Washington State Housing Finance Commission, 1000 Second Avenue, Suite 2700, Seattle WA 98104. For more information call 206/ 287-4453.

**Program Manager, St. Martin's On Westlake, Archdiocesan Housing Authority.** The Westlake is a service enriched housing program for formerly homeless men over 55 years old who are referred by area shelters and social service agencies. As part of a management team this person is responsible for the overall direction of a supportive, congenial, and dignity-producing environment for the community of staff and residents. Qualifications include a BA in social worker a related field, two years of direct service experience, experience in developing, forecasting and administering program budgets, demonstrable understanding of alcoholism, and demonstrable problem solving / crisis intervention skills. Salary: \$33,299 (DOE) plus benefits. For more information contact Anthony Taylor, 206/ 340-0410. To apply send resume and cover letter to AHA, HR-WESTPM, 1902 Second Avenue, Seattle, WA 98101. **OPEN UNTIL FILLED.**

**Resident Manager, Housing Resource Group.** Provide on-site management of a 152-unit 10-story apartment building-- office duties, assisting with common area cleaning and "light maintenance" and

coordinating preparation of units for new residents. After-hours "coverage" of the building, manage resident relations including problem solving, collecting rents and when necessary assist the property manager with the eviction process. Good organizational skills, money handling experience, and the ability to work independently with minimum supervision. This is a live-in position. Salary depends upon experience and includes a one-bedroom apartment with utilities paid, reimbursement for local telephone service/call waiting, parking, and medical/dental insurance. To apply send cover letter and resume to HRG, Cambridge Manager Search, 1651 Bellevue Ave., Seattle, Washington, 98122-2014. **OPEN UNTIL FILLED.**

**Self-Sufficiency Coordinator, Tacoma Housing Authority.** Facilitate case management services for public housing residents and Section 8 participants pursuing gainful employment, job skills enhancement and increased economic self-sufficiency. Responsibilities include supervision of case management staff; linkages with educational institutions, communitybased organizations, businesses and agencies to promote referral, support and advocacy for program participants. Masters Degree in Social Work of equivalent and supervisory experience required. Four to five years experience working in community-based organizations, social services or a public housing setting preferred. Starting Salary \$33,000. To apply send resume and cover letter to Denise Booth, Executive Secretary, Tacoma Housing Authority, 902 South L Street, Tacoma, WA 98405, or email to [thadbooth@aol.com](mailto:thadbooth@aol.com). **CLOSES SEPTEMBER 27**

**Women's Advocate, Noel House Shelter, Women's Referral Center, St. Mark's Shelter (3 Positions).** Women's Advocates are responsible for providing direct service to the women, as well as fostering a team environment among shelter staff and volunteers. Qualifications include 6 months of Social service experience, knowledge of women's issues, homelessness, mental illness and addictions, and experience with crisis intervention. Salary starts at \$10.53 per hour plus benefits. 32 - 37.5 hrs/wk. For more information contact Gilliam Parke 206/ 441-3210. Send resume and cover letter to AHA, HR-NOELWAG, 1902 Second Avenue, Seattle, WA 98101. **OPEN UNTIL FILLED**