

PLEASE POST

JOB ANNOUNCEMENT

FAMILY SELF SUFFICIENCY PROJECT COORDINATOR

Starting Salary \$3,501 per month

Closing Date: Noon, Wednesday, August 2, 2017

SCOPE OF WORK:

Under the general direction of the Family Services Supervisor, assist housing authority customers in achieving greater economic independence through education and employment. The core objectives of this position are resident employment, employment retention, wage progression, and transition to unsubsidized housing. The assistance offered to participants may include assessment, the development and implementation of goals and service plans, life skills development, job placement, and referral to appropriate service providers. Ensuring accurate data entry and tracking of key information is essential for measuring the effectiveness of the program and position responsibilities.

If you're looking for a great benefits package we have that as well!

- Accrue up to 12 vacation days in your first year of employment;
- 13 paid sick leave days;
- 11 paid scheduled holidays plus 1 additional floating holiday per year;
- Medical Insurance;
- Dental Insurance;
- Life Insurance;
- State Retirement Fund;
- Flexible Work Schedule;
- Employee Assistance Program;
- Wellness Program;
- Tuition Reimbursement.

REQUIRED EDUCATION AND EXPERIENCE:

BA degree, preferably in Social Services, **PLUS** two (2) years paid work experience in employment, social services, housing, or related field.

OR:

Five (5) years of paid work experience in the employment, housing, or human services field that has knowledge of available employment and social services available for low-income housing programs and knowledge of the goals and guidelines of the Family Self Sufficiency program.

REQUIRED KNOWLEDGE OF/SKILL IN:

- Microsoft Office programs, including Excel, Word, and Outlook;
- Social service and employment programs;
- Public speaking skills;
- Accepted business practices.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's license, or ability to obtain one within 60 days, and a good driving record;
- First Aid and CPR Certification within one year;
- FSS Certification within one year;
- Must be personally bondable for insurance purposes;
- Fair Housing Certification or ability to obtain one within 90 days.

ADDITIONAL (DESIRABLE) QUALIFICATIONS:

- Fluency in Russian, Ukrainian, Vietnamese, Arabic, or Spanish language;
- Prior Housing Authority work experience;
- Experience or knowledge in YARDI software systems.

SELECTION PROCESS

Those candidates deemed to best meet our requirements will be invited to participate for a written test and interview. Dates and times are to be advised and a one week notice will be provided.

[CLICK HERE TO APPLY!](#)

The Everett Housing Authority is an Equal Opportunity Employer