



Opening doors to a better life

Communications Specialist

Posting Date: May 23, 2022
Closing Date: June 8, 2022
Salary: \$3,701 to \$4,855 monthly, depending on qualifications.
Location: 1000 2nd Ave., Suite 2700, Seattle, WA
Our office is located in downtown Seattle's Financial District on 2nd Avenue and Spring Street and is within walking distance to Pike Place Market and Seattle's scenic waterfront.

**In addition to the salary posted above, this position is currently receiving an additional 5% premium pay due to the position being in King County.

The WA State Housing Finance Commission is currently recruiting for a **Communications Specialist (Communications Consultant 2)** position. This position is part of the Administrative Division, reporting to the Communications Manager, and is a key part of serving the communications needs of the Commission as a whole as well as the needs of its various divisions and lines of business.

The Administration Division is responsible for the oversight and support of all divisions and programs of the Commission. The Administration Division also supports the board of Commissioners who provide oversight and approval of Commission policies and programs.

The duty station for this position is Seattle, WA. The work associated with this position will be performed through a combination of teleworking and complemented with onsite work and meetings as needed. Employees must reside in Washington state and within a reasonable distance of our worksite to respond to workplace reporting requirements.

Per Governor Inslee's [Proclamation 21-14.1](#), all state employees must be fully vaccinated. Your vaccine status will be verified upon hire. Please contact Cindy Felker at Cindy.felker@wshfc.org or 206-287-4402 if you need information on medical or religious accommodation.

Who we are:

The Commission is a market-driven and self-supporting agency created to provide below-market rate financing for building, purchasing, or preserving affordable housing and nonprofit capital facilities. The Commission functions as a financing conduit between developers, lenders, first-time home buyers, real estate professionals, and nonprofit organizations to provide affordable financing for homes, rental housing, civic and social services facilities, energy conservation projects and first-time farmers and ranchers.

We believe that creating a diverse, inclusive, and equitable environment is important and vital to the success of the Commission. We believe in working together to create an environment free from harassment and discrimination and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

Principal Responsibilities:

Writes and edits content for printed publications, press releases, talking points, marketing pieces, correspondence, social media, and other internal and external purposes.

Provides basic graphic design for internal and external use, including presentations, marketing pieces, items for display, advertisements, and other purposes.

Gathers data internally from the Commission's database or from other staff; performs basic analysis to understand its meaning; and conveys it effectively in writing and/or in graphics to a general audience.

Helps create presentations by working with presenters to hone script and slides, designing slide templates, editing content, creating images, etc.

Identifies and interviews customers and stakeholders of the Commission and writes their quotes and stories for publications, marketing materials, online, etc.

Helps to develop effective communications strategies and creative solutions for both specific business needs and for the Commission as a whole.

Designs and analyzes simple surveys for various programs.

Creates appropriate and effective posts for social media that engage partners, staff, and others in the community. This includes seeking out and using appropriate "handles" and hashtags, as well as accompanying images.

Helps to gather and organize photographs and electronic images to be used for a wide range of purposes, including presentations by staff, social media posts, marketing materials, printed publications, etc. Performs basic photo editing such as cropping, color adjustment, etc.

We are most interested in candidates who meet or exceed the following desired criteria:

- Ability to communicate and collaborate effectively with a wide variety of people and to project professionalism to internal and external partners of the Commission.
- Strong writing ability, particularly the ability to write appropriate and effective content for a wide range of purposes and audiences.
- Good judgement and creativity in conveying facts and ideas to an audience.
- Diligence, strong work ethic and self-motivation.
- Ability to develop positive, productive, respectful working relationships with customers and co-workers.
- Bachelor's degree in a communications field or a combination of education/experience which demonstrates skills in communications.
- Ability to effectively manage and prioritize multiple projects at a time.
- Ability to work independently and to proactively identify tasks and problems to solve.
- Ability to take direction and improve in response to feedback.
- Strong sense of visual design and ability to create effective graphic design on a limited basis for external and internal use.

- Ability to effectively use both standard Office software (Word, Excel, PowerPoint) but also applications for graphic design, basic photo editing, social-media posting, and others necessary to complete job duties.
- Experience with Adobe Creative Suite a plus.

Benefits:

We offer a generous benefits package that includes a full array of family medical, dental, life and long-term disability insurance coverage; a state retirement plan; deferred compensation; 12 paid holidays; paid vacation, sick and military leave; subsidized bus, train, or ferry passes; credit union memberships.

Application Procedures:

Interested applicants should apply by submitting a current resume, a complete list of three or more professional references, a letter of interest specifically addressing the qualifications listed in this announcement, and a link (or include in a PDF) one to three examples of prior writing or design work, by email (preferred method), fax or postal service by **June 8, 2022** to:

Cindy Felker, Human Resources
Washington State Housing Finance Commission
1000 Second Ave., Suite 2700
Seattle, WA 98104.

Electronic submissions may be sent to: Cindy.felker@wshfc.org.

Voice/Message: (206) 287-4402 or 1-800-767-HOME

Fax: (206) 587-5113 or visit our **Web Site:** <http://www.wshfc.org>.

In addition, please complete the Applicant Profile Form posted on our website and submit with your application materials. **The completion of this form is voluntary.** Please include your name and preferred pronouns in your application to ensure we address you appropriately throughout the application process. To qualify and receive veteran's preference, you must attach a copy of the discharge, DD214 or NGB Form 22, with your application materials.

By submitting the application materials, you are indicating that all information is true and correct to the best of your knowledge. You understand that the Housing Finance Commission may verify information and that untruthful or misleading information is cause for removal from the applicant pool or dismissal if employed. Only those individuals who clearly demonstrate the stated qualifications will be considered.

The Washington State Housing Finance Commission is committed to providing equal employment, job assignments and promotional opportunities to all qualified applicants and employees. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. We are committed to providing reasonable accommodation to all staff as needed. Women, Black, Indigenous and people of color, persons with disabilities, persons over 40 years of age, all honorably discharged veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Cindy Felker at cindy.felker@wshfc.org, or at 206-287-4402.