



Communications Manager Announcement

The Housing Development Consortium of Seattle-King County (HDC) is hiring a **Communications Manager** to ensure strategic, timely, and effective messaging is presented to membership, the community/public, and elected officials, and to engage in the systems change work of our association. In addition, this role supports both advocacy and member services functions through communication and content creation across the association's key platforms: the HDC website, Salsa Engage, Twitter, Facebook, YouTube, LinkedIn, and Salesforce.

Are you a skilled communicator excited about working to ensure that everyone in King County can live in a safe, healthy, and affordable home?

Are you passionate about storytelling that can effectively communicate high profile public policy issues to internal and external audiences?

Do you excel in the use of technology to craft professional, consistent, and impactful messages?

If your answer is 'Yes!', consider applying to join our team. Please see the linked complete [job description](#) for further detail.

TECHNICAL COMPETENCIES

- Demonstrated experience in developing a communication strategy and managing a variety of communication modes, including email blasts, social media presence, and website management, while maintaining consistent brand and messaging
- Ability to translate complex/nuanced advocacy and policy issues/positions into readily accessible messaging for both informed stakeholders and the public
- Ability to ensure consistency of organizational voice, narrative, and brand throughout communications, across platforms
- Competency in Microsoft Office programs including Word, Excel, PowerPoint, as well as Adobe Acrobat and WordPress. Other graphic software expertise a plus.
- A strong commitment to addressing race, equity, and inclusion issues in the affordable housing sector
- Strong internal drive to deliver on workplan while maintaining quality, accuracy, confidentiality, stewardship, and collegiality

HDC staff are presently working remotely, with a hybrid work model being implemented in coming months that will accommodate both working from our Seattle office and/or remotely. We are committed to the continued health and safety of our employees. Transition to in-person meetings and work is being phased as pandemic conditions permit.



Salary range is \$65,000-\$68,000 annually, depending upon experience and qualifications. Benefits include a prepaid ORCA card, paid vacation and sick leave, comprehensive health insurance and 401k Plan with employer matching.

Please submit a cover letter and current resume for consideration to hr@housingconsortium.org. This posting is open until filled, with priority consideration given to candidates who apply by September 9. The successful candidate will be hired upon identification to start within two weeks of accepting an offer of employment.

HDC is an equal opportunity employer. In carrying out its activities including membership, hiring and program services, the Housing Development Consortium Seattle-King County does not discriminate on the basis of race, color, gender, marital status, sexual orientation, political orientation, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical disability.

We are committed to providing equal opportunity for all employees and applicants. We value and desire a diverse workplace and strongly encourage Black, Indigenous, and People of Color, LGBTQIA+ people, people with disabilities, and people who have experienced housing instability or homelessness to apply.