

MT. BAKER HOUSING

JOB DESCRIPTION

Position Title: Resident Services Program Assistant

Reports To: Resident Services Program Manager

Position Classification: Part-time, Non-exempt, Temporary December 1st 2022 – November 30th 2023

Wage and Hours: \$23-27 per hour, DOE, 20-25 hours per week

ABOUT MT BAKER HOUSING

At Mt. Baker Housing Association (“MBHA”), our mission is to improve lives and strengthen communities in southeast Seattle by creating quality, affordable housing, and supporting our residents.

We are a non-profit affordable housing developer and owner, founded in 1988 for the initial purpose of preserving the Mt. Baker Village Apartments located in southeast Seattle. Since the purchase and subsequent renovation of Mt. Baker Village, MBH has grown into a non-profit affordable housing developer, now owning and operating seven properties, with a significant committed development pipeline. Today, our seven properties comprise 357 affordable units, and house 776 residents. By mid-2023, we will have completed construction on an additional three housing developments, increasing the number of units in our portfolio to nearly 1000, and total residents housed to an estimated 2,900.

Central to our mission is not just developing affordable housing but mitigating the displacement of communities. We accomplish this by pairing housing with a robust offering of targeted services through our Resident Services Program. We believe that vibrant communities begin at home and that all people, regardless of income, should have a secure, affordable place to live.

JOB PURPOSE

Provide wide and varied administrative, operational, and organizational support for the MBHA Youth Summer Internship and Resident Garden Program.

Efficiency, attention to detail, flexibility and good judgment are essential in this role to ensure smooth program operations. The Program Assistant is an integral member of the team, ensuring that all administrative and scheduling functions are completed in a timely manner. The Program Assistant will play a leading role in overseeing the MBHA Youth Summer Internship Program and the Resident Garden Program.

DUTIES & KEY RESPONSIBILITIES

- Take the lead in designing and coordinating logistics of on-site community building events, recruiting residents and/or other community volunteers as appropriate.
- Maintain organized files and records and a system for tracking, monitoring and prioritizing tasks and projects.
- Take a lead role in scheduling, planning, outreach and execution for MBHA Youth Summer Internship Program and the Resident Garden Program related events, such as meetings, workshops, and lunches, including coordinating arrangements for participants, handling logistics, and preparing and disseminating materials.
- Provide general operations and project coordination support for the Resident Services team.

DESIRED QUALIFICATIONS

- Commitment to the vision and mission of Mt. Baker Housing.
- Commitment to social justice and building anti-racist organization.
- Ability to communicate Mt. Baker Housing's mission accurately, effectively, and inspirationally.
- Entrepreneurial and results-oriented with ability to anticipate and respond to changing circumstances and priorities.
- Desire to take full ownership of and accountability for assigned work.
- Excellent written and verbal communication skills.
- Strong people skills, and the ability to relate openly and comfortably with a diverse group of people from varying backgrounds and cultures.
- Strong analytical and problem-solving skills.
- Strong organizational skills.
- Fluency in languages that include Vietnamese, Oromo, Somali, Tagalog, Ilocano, Khmer, Spanish preferred
- Event-planning and workshop skills and experience.
- Willingness and interest in working equally with people from a variety of racial, cultural, and economic backgrounds; of all ages and abilities; and with diverse personalities, religious beliefs, sexual orientations, and family structures.
- Demonstrated ability to effectively serve, support, and build relationships within multi-cultural communities with low- and moderate-level incomes.
- Personal and/or professional understanding of causes of housing instability.
- Broad familiarity and/or relationships with service agencies throughout Seattle/King County.

KNOWLEDGE AND SKILLS

- Work collaboratively with others in a team environment, respecting and valuing the perspectives and contributions of others, including residents. Must demonstrate a high level of verbal, writing and listening skills.
- Proficiency in Microsoft Office Suite including Word, Excel and Outlook.
- Demonstrate knowledge in data collection and analysis.
- Experience maintaining timely, consistent, and accurate records and client files.
- Experience working with individuals with limited English proficiency.
- Experience working with immigrant and refugee populations
- Current driver's license, with access to own vehicle

WORKING CONDITIONS

The Resident Services Program Assistant position will entail sitting roughly 50% of the time, along with attending meetings, driving, walking up and down stairs and from door to door, posting resource materials on bulletin boards, and occasional physical labor such as loading and assembling equipment for property events. The position requires lifting/carrying/pulling 1-20 pounds frequently and 35 pounds occasionally.

COMPENSATION & BENEFITS

Mt. Baker Housing is committed to providing employees with a competitive salary. The hourly wage for this position is \$23-27 per hour, DOE. In addition, MBHA offers mileage reimbursement/a transportation stipend and some meals.