



**HOUSING
DEVELOPMENT**
consortium

Open Position: Sustainable Buildings Program Coordinator

The Housing Development Consortium of Seattle-King County (HDC) is hiring a **Sustainable Buildings Program Coordinator** who will lead implementation of HDC's Sustainable Buildings Program. This program operates with a dual focus: promoting exemplary design and construction for new buildings in the pipeline and preserving existing affordable housing.

Are you prepared to immerse yourself in building standards, performance targets, a system for collecting and monitoring project data, and an open-source library of best practice guidelines accessible to the public?

Are you committed to contributing to carbon neutrality goals while preserving affordability in affordable housing?

Are you excited to empower HDC members to plan and execute green retrofits in their existing multifamily buildings?

If your answer is 'Yes!', consider applying to join our team.

CORE RESPONSIBILITIES:

- Guide a concerted effort to decarbonize housing, preserve existing affordable housing, and maintain affordable energy costs through implementation of the Decarbonize Affordable Housing Now (DAHNS) program, emphasizing increased participation across the broader HDC network
- Facilitate collaboration on the Stormwater Strategic Initiative Lead project addressing toxics in Affordable Housing flooring in King County
- Provide support and coordination for the Exemplary Buildings Program, with a focus on enhancing participation from the wider HDC network in "Phase III," while scaling up efforts related to communication, awareness, and deeper engagement/impact of the program
- Facilitate collaboration on the Stormwater Strategic Initiative Lead project addressing toxics in Affordable Housing Flooring in King County
- Consult with and contribute to the organization of an HDC Sustainable Buildings Program Strategy Group
- Organize meetings, convenings, tours, charrettes, and events within the larger HDC membership and key strategic partners, specifically centered around the sustainable buildings program's implementation
- Help to maintain the HDC Sustainable Buildings web presence, collaborating with the Communications manager for broader program branding, member highlights (building owners/operators, architects, contractors, engineers, financial institutions, etc.), and events like exemplary building webinars and presentations at annual conferences
- Establish a deeply integrated approach with government agencies, including Seattle's Office of Housing, Office of Sustainability and Environment, Seattle City Light, King County, King County Housing Authority, Washington State Housing Finance Commission, and the Department of Commerce

DESIRED COMPETENCIES:

- Strong dedication to innovation and strategic thinking in advancing energy efficiency, clean energy, and reducing greenhouse gas (GHG) emissions in King County
- Strong internal drive to deliver on expectations while maintaining quality, accuracy, confidentiality, stewardship, and collegiality
- Authentic respect for the focus of HDC's Sustainability Program and for the diverse members, volunteers, donors, and staff actively engaged in it
- Awareness of historic institutional and structural racism that created the issues we're working to address in affordable housing, and how racism intersects with environmental injustice
- Desire to implement agile and relevant models and approaches to monitoring and evaluation work by enhancing proven approaches with smart innovations
- Strong communications skills, both verbal and written
- Ability to organize and facilitate meetings with a diverse set of participants and opinions

EMPLOYMENT DETAILS:

- Part-time, Non-exempt (estimated 20 hours per week)
- Hybrid work schedule: Mix of work-from-home and in-office, plus assistance at events across King County
- Salary range: \$32.70- \$33.65 per hour

EMPLOYEE BENEFITS:

- 100% comprehensive health, dental, and vision insurance
- Life and short- & long-term disability insurance
- 13 paid holidays (pro-rated, approximately 4 hours per holiday based on hours worked) and 1 personal paid day off
- Paid vacation: (pro-rated - approximately 5 hours monthly based on hours worked)
- Paid sick leave: (pro-rated - approximately 4 hours monthly based on hours worked)
- Prepaid ORCA card
- 401(k) Plan with 3% employer contribution (effective after at least 1,000 hours worked in first year of employment)
- Flexible work schedule in a hybrid work environment
- Laptop computer and other equipment provided for remote work, as well as a contribution toward reimbursement of internet/phone upgrade expenses
- Reimbursement for travel expenses (parking, mileage)

APPLICATION PROCESS & DEADLINE: 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 Wednesday, January 31, 2024.

The Housing Development Consortium of Seattle-King County is an equal opportunity employer. In carrying out its activities—including membership, hiring, and program services—HDC is 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, LGBTQI+ people, people with disabilities, and people who have experienced housing instability or homelessness to apply.