

Title: Housing & Smart Growth Program Coordinator

Primary Work Location: Sustainable Connections office, 1701 Ellis St., Bellingham, WA

Term: Regular, Part to full-time (24-40 hours/week), Non-exempt

Reports to: Program Director

Physical attendance requirement (of time on site / in office): Flexible. In person for some events.

Application deadline: Open until filled, first full review of received applications to begin on 10/3/2022

Desired start: Fall 2022

The Housing & Smart Growth Program coordinator works closely with the Program Director, business members, funders, industry professionals, government, and strategic partners. This position is responsible for coordinating the day-to-day operation of the Whatcom Housing Alliance (WHA) and Bellingham for Everyone (BFE). This person must be extremely organized and detail oriented, be able to work independently with minimal oversight, and represent the programs in a professional and proficient manner.

Primary Responsibilities:

WHA & BFE Coordination

- Serve as Whatcom Housing Alliance Coordinator
- Assist with developing short-term and long-term WHA Action Plans and strive to meet included goals
- Represent WHA at meetings and events including workshops, tours and educational opportunities
- Perform and oversee all administrative tasks necessary for the operation of WHA and BFE including facilitating and scheduling all meetings, creating agendas and minutes
- Conduct new member onboarding and renewals, and creating newsletters and outreach emails to WHA members and BFE Allies.

WHA & BFE Educational & Technical Assistance

- Assist with developing technical resource guides and guide policy development and advocacy
- Conduct research on housing policies and strategies to create local housing solutions
- Engage the public in local housing policy through educational resources, events, and public meetings
- Develop and organize educational events throughout the year including the annual Whatcom Housing Week and Bellingham For Everyone Learning Series as well as other events as needed

Program Administration

- Direct and provide guidance to interns when applicable
- Meet with Program Director for monthly check-ins and additionally as needed

Required skills & qualifications:

- Is aligned with the Mission and Vision of the organization and is excited to support the growth, efficacy, and efficiency of the work of Sustainable Connections
- Has a passion for housing solutions that will contribute toward equitable, prosperous, healthy, and vibrant communities

- At least three years of experience working in public policy, affordable housing, housing development
- Has excellent written and oral communication skills, and the ability to represent Sustainable Connections in a professional manner with diverse constituencies
- Experience managing a program budget and generating program income
- Requires strong interpersonal and program development skills, and an ability to collaborate with staff, board, local government, strategic partners and industry professionals to reach program goals
- Demonstrated initiative and entrepreneurial style, with the ability to work both independently and as part of an effective team

Compensation:

This is a regular, FLSA non-exempt, part-time (24hrs – 40hrs/week) position to be compensated \$20-24 hourly depending on qualifications and experience. Benefits are pro-rated based on number of hours worked. Benefits for first year, regular, *full-time* employees (working 40hrs/week) include:

- 26 days per year of paid time off
- An individual benefit of \$450 per month
- A very flexible work schedule
- Up to a 3% match SIMPLE IRA non-designated retirement plan
- Great office space, fun and supportive coworkers, a welcoming & inclusive environment and the opportunity to help lead a nationally recognized organization

To Apply:

Email a cover letter, resume, and the contact information for three professional references by email to maryt@sustainableconnections.org by the application deadline listed above.

Sustainable Connections complies with all federal, state, and local laws which prohibit discrimination in employment. Sustainable Connections is committed to recruiting and retaining a diverse workforce.

Sustainable Connections is an equal opportunity employer that believes it is the responsibility of the company and all its employees to ensure there is no discrimination against any employee or applicant for employment based on race, color, religion, national origin, ancestry, age, sex, marital status, military service, sexual orientation, gender identity, the presence of any sensory, mental, or physical disability, genetic information, or any other protected status.