



## **Job Announcement: Resident Services Coordinator**

SouthEast Effective Development (SEED) is a nonprofit organization founded in 1975 by community members and activists in the Seattle area. SEED's mission is to improve the quality of life in Southeast Seattle by creating partnerships and inspiring investments with a special focus on residents with fewer opportunities and resources. At the center of our work is a deep commitment to advancing social justice and racial equity; we live that commitment by working in three key areas: Affordable Housing, Arts and Culture (SEEDArts), and Economic Development.

SEED owns 1,135 affordable apartments and is an active developer of new buildings, helping to meet the need for affordable homes throughout Southeast Seattle. Award-winning SEEDArts manages Rainier Arts Center, Columbia City Gallery, SEEDArts Studios, KVRU 105.7 FM, and a public art program. Through economic development, SEED works to equitably build economic opportunity for the residents and businesses of Southeast Seattle.

### **About the position**

SEED is hiring two part-time Resident Services Coordinators – approx. 20 hours/week; some weekend hours required. These positions report to the RSM (Resident Services Manager).

### **Responsibilities**

- Expeditiously responding to and resolving resident concerns (by email or in person)
- Producing and submitting reports to document program efforts and effectiveness as required by funders
- Accountability with assigned projects and workload with time-sensitive due dates
- Escalating issues of conflict to all necessary parties, using the proper channels
- Assisting the RSM in developing resources and locating funding sources for activities to aid in residents' success
- Networking and outreach to foster relationships with local like-minded entities
- Participation in events and meetings (e.g.: community events, professional development training, SEED staff meetings)
- Generating and disseminating resident notices
- Ability to work independently and efficiently; exemplary reliability
- All other duties as assigned by the RSM

### **Job-Specific Experience & Skills**

- Exceptional interpersonal and communication skills (e.g., verbal, written, listening)
- A minimum of six months customer service or community service experience

- Proficiency in various Microsoft programs
- Typing speed of at least 30 WPM along with data entry experience
- Ability to lift 25lbs
- Ability to work with large, diverse groups of people
- High school diploma or equivalent
- Bilingual preferred
- Minimum age of 18
- Must be authorized to work in the U.S.

### **To Apply**

Send a cover letter and resume in a single PDF to: [residentservices@seedseattle.org](mailto:residentservices@seedseattle.org). Please put **“Resident Services Coordinator”** in the subject line. Positions open until filled.

SEED is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. People of color, Native and Indigenous people, LGBTQIA+ people, people with disabilities, and other individuals who bring critical perspectives from historically marginalized communities are strongly encouraged to apply.