POSITION SUMMARY
This position will work closely with the Watershed Staff and consultants to manage our studios and properties, currently 35 residential units and 165 commercial (mostly art studio) units.

PRIMARY RESPONSIBILITIES
● Advocating for both the tenants and the organization
● Onboard and offboard tenants
● Investigate and resolve tenant complaints
● Enforce rules of occupancy
● Work continuously toward full occupancy
● Manage tenant information in AppFolio software
● Help develop and implement the residential displacement plan for the future affordable housing development.

QUALIFICATIONS
● Property management experience required
● Property management software required, Appfolio experience preferred
● Experience with Google Drive and Microsoft Office preferred
● Ability to communicate directly and empathetically with diverse people, both verbally and digitally
● Self-motivated, able to delegate, problem solve, manage time, and ask for help when appropriate
● Ability to work quickly and efficiently
● Ability to be flexible with scheduling with occasional weekends and evenings required

COMPENSATION AND TERMS
This is a flexible position of 30-40 hours per week. Starting salary of $50,000-$90,000 per year depending on experience and hours. Eligible for exceptional company-paid benefits including medical, dental and life insurance, a Simple IRA plan, and paid time off.

ABOUT US
Our mission is to build resilient communities, through affordable placemaking and placekeeping in the Duwamish Valley. We create at the intersection of the arts, equity, and collective well-being.

● We are passionate about creative expression, affordable housing, and the arts.
● We value transparency, patience, imagination, humor, collaboration, and intentionality.
● We are still in start-up mode and figuring out how to actualize all our dreams of affordability and community. We are currently a staff of five and will be expanding this year and onward.
● We acknowledge that we are on the traditional land of the first people of Seattle, the Duwamish People past and present and honor with gratitude the land itself and their stewardship.
● We strive to amplify diverse voices and experiences, prioritize equitable practices and processes, and create an inclusive culture of care and belonging.
● We encourage anyone from historically marginalized backgrounds to apply.

To apply send your resume and cover letter to info@watershedcommunity.org

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