



Refugee Women's Alliance (ReWA) is a nationally recognized multiethnic nonprofit organization that provides award-winning services to refugee and immigrant women and their families in King and Snohomish Counties.

JOB OPENING

POSITION TITLE: Senior Housing Program Coordinator
REPORTS TO: Senior Director of Family Empowerment
STATUS: Non-Exempt Regular Full-Time (37.5) hours/week

SUMMARY:

This position is responsible for the coordination of ReWA's Housing Program, at multiple sites including program planning and implementation, contract administration, results monitoring, staff supervision, and partnership development. This position supports staff with problem solving, landlord acquisition and mediation, tenant empowerment to housing stability. Housing Coordinator supports staff building participants to stability by supporting them in securing earned income/employment to sustain their housing and other expenses. The position is responsible for monitoring, tracking, and reporting on over 1 million dollars of direct client assistance.

The right candidate will be flexible and confident, and they will have connections in the housing and potentially the employment industries and work comfortably in and with diverse population. Professionally, they will be interested in building their skill sets as a Housing Senior Program Coordinator in any skill or knowledges areas of development. The schedule for this position can be a little flexible, the Housing Senior Program Coordinator must be available on most weekday's and some evenings, occasionally a weekend.

Position is hybrid remote work and in office for time being. Potential to move to full time in office in the future.

ABOUT REWA:

ReWA promotes inclusion, independence, personal leadership, and strong communities by providing refugee and immigrant women and their families with culturally and linguistically appropriate services. ReWA advocates for social justice, public policy

changes and equal access to services while respecting cultural values and the right to self-determination.

Our clients come from more than 70 countries across the globe, including Africa, Southeast Asia, and the Middle East. ReWA provides social services to every member of a refugee or immigrant woman's family, from infant to senior. These services, delivered in more than 50 languages and dialects, are designed to make a long-lasting impact in our clients' lives and help them thrive in the Puget Sound community.

RESPONSIBILITIES:

Program and Staff Management

- In tangent with Senior Director of Family Empowerment Hire, train, supervise and evaluate Housing Program staff.
- Develop, implement and regularly assess program design. Organize staff meetings and professional development activities for staff and volunteers.
- Maintain clear lines of communication among Housing Program staff.
- Work collaboratively and effectively with other Managers/Directors to assure that clients receive comprehensive services and benefit from all ReWA programs.

Administration

- Support and train housing stability case managers to ensure that program outcomes are met.
- With the assistance of a Housing Coordinator, supervise, coordinate and report on contracts and reports including: contract invoices, contract data and narrative reports, pre and post data and program outcome reports.
- Have understanding of working in databases or ability to learn quickly to work in any database (currently Housing program has 3 databases)
- In tangent work with the Development Office to prepare Housing Program grant applications and other projects as assigned by Senior Director.
- In tangent with Senior Director manage grants and program budget; identify and make necessary budget revisions in a timely manner.
- Conduct data-driven program evaluations.
- Submit monthly progress reports to the Senior Director to submit to Executive Director and Board of Directors.
- Oversee the creation and implementation of Standard Operating Procedures (SOPs).

Partnerships

- In tangent with Senior Director, enhance and maintain partnerships with Housing Stakeholders (property managers and landlords), taskforces and committees,

community-based organizations, and government agencies to further the goals of ReWA.

- Lead Housing Program outreach efforts and represent ReWA in community meetings.
- Other duties as assigned by the Senior Director.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or AA degree in education and 2 years minimum experience in a social services/homeless services setting.
- Can work efficiently and effectively in a hybrid remote/office environment and supervise and support staff
- Experience with management and contract experience working in a social services environment and a track record of program success.
- Bilingual language and comfortable with using translation services
- Expertise in evidence-based practices/models.
- Experience or familiarity with refugee and immigrant populations.
- Experience homelessness/housing systems.
- Excellent written and verbal communication skills.
- Proven experience with program evaluation and data analysis.
- Strong problem-solving skills, organizational skills, ability to multi-task and attention to detail.
- Ability to work both independently and as a contributing member of a team.
- Ability to communicate effectively with individuals from diverse cultural backgrounds.
- Experience with developing and managing a budget.
- Respect for others' experiences, opinions, language, values, culture, and knowledge.
- Proficient with Microsoft Office software, WORD, EXCEL, PPT, OUTLOOK, SHAREPOINT, ONE DRIVE.
- Commitment to teamwork and collaboration.
- Ability to travel to multiple program sites.
- WA state driver's license and vehicle insurance.

BENEFITS: Medical insurance, dental insurance, life insurance; Long Term Disability; 403(b) retirement savings plan; paid vacation, holidays, and sick leave.

TO APPLY:

https://workforcenow.adp.com/jobs/apply/posting.html?client=rewa&cclid=19000101_00001&type=JS&lang=en_US

ReWA is committed to a diverse candidate pool, values and inclusive workforce and workplace environment and wishes to minimize or eliminate the impact of implicit bias during the search and hiring process. Women, minorities, and other underrepresented groups are especially encouraged to apply.

BACKGROUND CHECKS:

ReWA is committed to providing a safe and secure staff and client environment. Employment at ReWA is contingent upon a successful background check on each new employee. Candidates to whom an offer of employment is made will be required to sign a Release of Information Form authorizing ReWA to conduct a thorough background check

CLOSING DATE:

Open until filled

EQUAL OPPORTUNITY EMPLOYER

ReWA is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, family or parental status of any other status protected by the laws or regulations in the locations where we operate.