



## **We're Hiring a Housing Director!**

Mary's Place empowers homeless women, children, and families to reclaim their lives. We operate a women's day center and several 24x7 family centers and shelters in King County. We serve hundreds of families—moms, dads, and children—providing a safe place for them to be inside and together at night, along with food, showers, clothing, and access to housing and employment resources to help them find their forever homes!

Valuing diversity and championing equity are core values at Mary's Place. Mary's Place is an equal opportunity employer with a culturally diverse work environment and a commitment to social justice.

### **Position Description**

We are seeking a passionate individual with great organizational skills to join our team at Mary's Place as our Housing Director. Under the supervision of the Chief Program Officer, the Housing Director is responsible for overseeing the housing team at Mary's Place, helping families locate, secure, and retain housing. This position is guaranteed to be incredibly rewarding!

### **Key Responsibilities**

- Work with Director of Family Shelter Services and Chief Program Officer to develop a comprehensive housing plan
- Lead the development and implementation of housing department programs, including landlord relationships, identifying housing, housing stability, and diversion
- Create a clear program strategy that facilitates the successful placement of families in permanent housing
- Create a clear program strategy that integrates all programs within the Housing Department
- Develop community relationships with housing providers, landlords, and prevention services to provide robust services for Mary's Place families
- Lead, train, and manage all housing department staff across all sites
- Ensure accurate and efficient reporting of housing data outcomes
- Evaluate and verify employee performance as it relates to departmental goals
- Oversee the management of all financial and direct client assistance requests

- Other tasks as assigned

## **Skills/Qualifications Required**

- Bachelor's degree and 3-5 years experience in the field
- Extensive knowledge of Seattle and King County Housing programs
- Exceptional time management and organizational skills
- Proven ability to multitask, set priorities, and meet deadlines
- Ability to work successfully in a collaborative, team-oriented organization
- Clear desire to embrace and align with Mary's Place's mission of empowering homeless women, children, and families to reclaim their lives
- Must work well with a diverse group, exhibiting a high level of compassion and empathy
- Highly motivated and resourceful; possessing a positive attitude and sense of humor, even under pressure
- Able to proficiently speak, read, write, and understand English—additional languages highly desired.
- Proficiency with Microsoft Office products

## **Details**

This is a fulltime position. Compensation established DOE. In addition, Mary's Place offers the following benefits to full-time staff:

- Medical and dental insurance with the cost for core employee coverage paid at 100% by the company and at competitive family rates
- Unlimited use ORCA pass for a small deduction per pay period
- 10 days paid time off (PTO) each calendar year (accrued by pay period)
- 10 days of sick time each calendar year (accrued by pay period)
- 9 paid holidays (8 designated company holidays and 1 day of choice)
- Employee Assistance Program

## **How to Apply**

Applications accepted until the position is filled. Please send cover letter and resume to: Adam Vergne, adam@marysplaceseattle.org. No phone calls please, only applicants selected for interviews will be contacted.

[www.marysplaceseattle.org](http://www.marysplaceseattle.org)