



Opening doors to a better life

Communications Specialist

Posting Date: February 1, 2019
Closing Date: February 15, 2019
Salary: \$2,827 to \$3,664 monthly, depending on qualifications.
Location: 1000 2nd Ave., Suite 2700, Seattle, WA
Our office is located in downtown Seattle's Financial District on 2nd Avenue and Spring Street and is within walking distance to Pike Place Market and Seattle's scenic waterfront.

We are currently recruiting for a **Communications Specialist (Communications Consultant 1)** position for the Washington State Housing Finance Commission. This position is part of the Administrative Division, reporting to the Communications Manager, and is a key part of serving the communications needs of the Commission as a whole as well as the needs of its various divisions and lines of business.

The candidate selected for this position will be expected to complete a 12-month in-training program with the expectation of skills development to meet the qualifications for promotion to the level of **Communications Consultant 2**. Upon successful completion of the in-training plan, the salary range will increase to Range 47: \$3,488 to \$4,577 per month.

Agency Overview:

The WSHFC is a market-driven and self-supporting commission created to provide below-market rate financing for building, purchasing, or preserving affordable housing and nonprofit capital facilities, assisting first-time homebuyers and beginning farmers, and finding financing solutions for energy efficiency and renewable energy (EERE). To achieve its goals, the Commission functions as a financing conduit between developers, lenders, first-time home buyers, real estate professionals, and nonprofit organizations to provide affordable financing for homes, rental housing, and cultural and social services facilities. Commission financing does not utilize the state's credit.

Principal Responsibilities:

- Writing content and providing graphic design for a wide range of internal and external communications, such as marketing materials, reports, presentations, brochures, etc.
- Press release writing and assisting with media relations
- Social media monitoring and posting, including creating original content
- Researching and gathering information for use in communications materials
- Copy editing and proofing written and visual materials
- Photo editing and cataloguing

- Interviewing customers and stakeholders and writing their quotes and stories
- Assisting in maintaining and managing contacts; coordinating printed mailings; filing and managing printed materials; planning and staffing events including the Housing Washington conference
- Miscellaneous internal and external writing and design tasks.
- Project coordination and management, in collaboration with others throughout the Commission and externally
- Assisting the Communications Manager in coordinating tasks, timelines and schedules
- Assist with other projects within the Administration Division as time allows.

We are most interested in candidates who meet or exceed the following desired criteria:

- Ability to communicate and collaborate effectively with a wide variety of people and to project professionalism to external partners of the Commission
- Strong writing ability, particularly the ability to write in an engaging style and a voice appropriate for a particular audience
- Graphic design and photo editing skills
- Ability to work independently and proactively identify tasks and problems to solve
- Diligence, strong work ethic and self-motivation
- Good judgement and creativity in conveying a message to an audience
- Bachelor's degree in a communications or related field; or a combination of education/experience which demonstrates skills in communications
- Expertise in Microsoft Office software and other applications necessary to performing job duties
- Experience with Adobe Creative Cloud.

Benefits:

We offer a generous benefits package that includes a full array of family medical, dental, life and long-term disability insurance coverage; a state retirement plan; deferred compensation; 11 paid holidays; paid vacation, sick and military leave; subsidized bus, train, or ferry passes; credit union memberships.

Application Procedures:

Interested applicants should apply by submitting a current resume, a complete list of three or more professional references, and a letter of interest specifically addressing the qualifications listed in this announcement by email (preferred method), fax or postal service by **February 15, 2019** to:

Cindy Felker, Human Resources
Washington State Housing Finance Commission
1000 Second Ave., Suite 2700
Seattle, WA 98104.

Electronic submissions may be sent to: cindy.felker@wshfc.org.

Voice/Message: (206) 287-4402 or 1-800-767-HOME

Fax: (206) 587-5113, or visit our **Web Site:** <http://www.wshfc.org>.

In addition, please complete the Applicant Profile Form posted on our website and submit with your application materials. **The completion of this form is voluntary.**

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the Housing Finance Commission may verify information and that untruthful or misleading information is cause for removal from the

applicant pool or dismissal if employed. Only those individuals who clearly demonstrate the stated qualifications will be considered.

To qualify and receive veteran's preference, you must attach a copy of the discharge, DD214 or NGB Form 22, with your application materials.

The Washington State Housing Finance Commission is committed to providing equal employment, job assignments and promotional opportunities to all qualified applicants and employees. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Cindy Felker at cindy.felker@wshfc.org, or at 206-287-4402.