



WASHINGTON STATE
HOUSING FINANCE
COMMISSION

Opening doors to a better life

Communications Advisor

Posting Date: March 04, 2026

Closing Date: Open Until Filled. *Applications will be reviewed on a rolling basis, with first review of applications on March 18, 2026.*

Salary: \$4,653 to \$6,259 Monthly depending on qualifications.

Location: Hybrid remote and onsite at 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.

**In addition to the salary posted above, this position is currently receiving an additional 5% premium pay due to the position being in King County.

The Washington State Housing Finance Commission (WSHFC) is currently recruiting for a full-time, permanent Communications Advisor as part of the Communications team in the Administration Division.

The Administration Division is responsible for the oversight and support of all divisions and programs of the Commission. The Administration Division also supports the board of Commissioners who provide oversight and approval of Commission policies and programs.

The Communications Advisor within the Administrative Division will play a pivotal role in serving the communications needs of the Commission as a whole as well as the needs of its various divisions and lines of business. This position directly supports the Communications Director but also works with colleagues at multiple levels throughout the Commission on specific strategies and initiatives.

The duty station for this position is Seattle, WA. The work associated with this position will be performed through a combination of teleworking and complemented with onsite work and meetings as needed. Employees must reside in Washington state and within a reasonable distance of our worksite to respond to workplace reporting requirements.

Who we are:

The Commission is a market-driven and self-supporting agency created to provide below-market rate financing for building, purchasing, or preserving affordable housing and nonprofit capital facilities. 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, civic and social services facilities, energy conservation projects and first-time farmers and ranchers.

We believe that creating a diverse, inclusive, and equitable environment is important and vital to the success of the Commission. We believe in working together to create an environment free from harassment and discrimination and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

Principal Responsibilities:

- Help develop and implement effective strategies and solutions to meet communications needs throughout the Commission, in collaboration with Communications Director, other Communications staff, executive leadership, and division directors/managers/staff. Implement solutions that meet communications goals with clarity and creativity.
- Provide clear, concise written and compelling visual communications for a wide range of audiences. May include printed publications, press releases, talking points, marketing pieces, correspondence, social media, and other internal and external products.
- Design and help direct the development of compelling visual materials and graphic design for internal and external uses, including presentations, marketing pieces, items for display, advertisements, etc.
- Manage the Commission's main social media outlets, namely Facebook and LinkedIn, creating appropriate and effective posts.
- Manage tasks, timelines, meetings and schedules for communications projects.
- Lead the team responsible for All-Staff meetings.
- Work on additional special projects throughout the year as identified by management and perform other duties as assigned.

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

- Professional communication and collaboration skills to engage effectively with internal and external partners of the Commission.
- Proven writing expertise with the skill to draft clear and impactful content for various audiences and goals.
- Creative thinking and sound judgment when presenting facts or complex ideas.
- History of building respectful and productive relationships with both customers and coworkers.
- Demonstrated experience managing multiple projects at once through effective prioritization.
- Ability to work independently and to proactively identify tasks and problems to solve.
- Strong visual design skills to create professional graphics for internal and external use.
- Technical proficiency in standard Office software plus specialized tools for photo editing and social media.
- Capability to adapt messaging across different platforms to ensure consistent and accurate information.
- Ability to take action to learn and grow: Takes responsibility for increasing skills in new technologies and skills to make government programs and processes more efficient and effective to serve all Washingtonians.
- Ability to take action to meet the needs of others: collaborating across diverse backgrounds and customer-service focused, while demonstrating a willingness and ability to empathetically respond to the unique needs of the people they work with and serve.

Preferred/Desired:

- Bachelor's degree or equivalent work experience in English, communications, journalism, humanities, public relations, or related field
- Experience with Adobe Creative Suite.

A combination of skills, abilities, experience, and education may be substituted to demonstrate that you are qualified for this position. If you don't meet all the qualifications, we still encourage you to apply. We value diverse experiences and perspectives, and you may have skills that are a great match for our team

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; 12 paid holidays; paid vacation,

sick and military leave; subsidized bus, train, or ferry passes; credit union memberships; alternate workweek schedules, and telecommuting.

Application Procedures:

Applicants who meet the qualifications are asked to submit **all** the following items to be considered for this position:

- Completed NEOGOV online application:
<https://www.governmentjobs.com/careers/washington/jobs/5259098/communications-advisor>
- Cover letter describing how your skills and experience align with the stated job responsibilities and qualifications.
- List of three or more professional references. **(all references must be current and/or former supervisor/managers)**
- Current resume indicating relevant experience, knowledge, skills, and education.

Web Site: <http://www.wshfc.org>.

Applicants are encouraged to apply as soon as possible. The recruitment process will be open until filled. First review of applications is March 18th, 2026.

Please include your name and pronouns in your application to ensure we address you appropriately throughout the application process.

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

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.

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. We are committed to providing reasonable accommodation to all staff as needed. Women, black, Indigenous and people of color, persons with disabilities, persons over 40 years of age, all honorably discharged 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 the WSHFC Recruiting Team at Christopher.vasquez@wshfc.org or at (206) 287-4439.