WASHINGTON STATE
HOUSING FINANCE
COMMISSION

Opening doors to a better life

Community Engagement Specialist

Posting Date:	July 9th, 2026
Closing Date:	Open Until Filled. *Applications will be reviewed on a rolling basis, with first review of applications on July 16, 2026.*
Salary:	$7,406 to $10,018 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 Community Engagement Specialist in the Multifamily Housing & Community Facilities Division.

The Multifamily Housing and Community Facilities Division ("MHCF" or the "Division") is a one of the divisions within the Washington State Housing Finance Commission (the "Commission") with the primary responsibility assisting with the development of multifamily rental housing through the issuance of bonds, the allocation of Low-Income Housing Tax Credits ("LIHTC"), and other financing tools. The Division similarly participates through federal bonds and loan programs in assisting nonprofit organizations develop community facilities, assisting beginning farmer/ranchers in acquiring property, and the development of energy efficiency and renewable energy projects.

The Community Engagement Specialist helps to ensure the inclusion of Community Based Organizations (CBOs) and other interested parties whose voices have not traditionally been included in the development of multifamily affordable rental housing under the direction and guidance of division management. This position will identify barriers and develop outreach and engagement tools and strategies to promote equity and inclusion. It will also develop effective and measurable data collection efforts to evaluate the progress toward goals established for Division policies, engagement and outreach. This position reports directly to the Division Operations Manager within a Division that works in a team environment with positions interacting and responsibility sharing practiced among staff positions.

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 on-site work and meetings as needed. Employees are required to work in the Seattle office at least once a week and may need to come in more frequently based on Division needs. 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:

- Design and execute community outreach and engagement initiatives in collaboration with the Division Director and team members to increase access to and improve participants' experience in MHCF programs.
- Engage directly with developers, CBOs, and other interested parties, especially those historically marginalized, to understand their experiences, identify barriers, and guide strategies that align with the Commission's Racial Equity Strategic Plan.
- Create and implement specific community outreach and engagement strategies in collaboration with MHCF staff to inform policy and program development across a variety of programs.
- Develop effective metrics and research best practices to determine progress toward program goals for CBO and BIPOC developer involvement in the Bond/Tax Credit program.
- Design and implement a data collection strategy in collaboration with MHCF and the Asset Management Compliance (AMC) division to establish program goals and measurement methods.
- Collaborate with MHCF, Communications, AMC, and IT teams to develop protocols for contact management in Salesforce and keep interested parties informed of opportunities.
- Serve as the MHCF lead for planning, drafting, and initiating all external email distributions and communications, as well as the liaison with IT for relevant webpage updates.
- Establish an equitable process, in collaboration with MHCF staff and external parties, for creating, updating, and maintaining a division-wide Resource List of real estate development professionals.
- Develop, publish, and update informational materials regarding the Bond/Tax Credit program, LIHTC, and other community-focused MHCF programs in accordance with the Community Engagement Strategy.
- Assist in developing training curriculum, lesson plans, and multimedia presentations to help interested parties understand complex programs, and support post-training evaluations.
- Update Sections 4.4 and 4.5 of the Bond/Tax Credit policies in partnership with Bond/Tax Credit staff, and participate in implementation including application reviews and CBO relationship building.
- Create and maintain partnerships with other public funders, such as the City of Seattle, county governments, the State Department of Commerce, and other funding partners to collaborate on addressing issues concerning community-based development.
- 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:

- Proven ability to build relationships and work effectively with diverse external parties, including community-based organizations (CBOs), developers, and interested parties with diverse backgrounds and experiences.
- Deep understanding of specific policies, procedures, and applicable laws regarding the WSHFC Bond/Tax Credit Program, alongside a foundational knowledge of general LIHTC and tax-exempt bond programs.
- Expertise in designing, implementing, and evaluating evidence-based community engagement and outreach strategies.

- Demonstrated experience in translating complex policies into simple, accessible language for diverse audiences through written materials, verbal presentations, and public speaking.

- Proficiency in leveraging databases, Salesforce, or content/enterprise management solutions to manage contacts, generate forms, and produce materials that support business objectives.
- Skill in creating user-friendly web content, developing accessible digital tools or links for external audiences, and collaborating effectively with technical web development staff.
- Strong analytical and research capabilities, with a track record of using data to establish metrics and refine organizational policies.
- Demonstrated knowledge of public policy, planning, or environmental studies focused on housing/facility development, public finance, and sustainable energy issues.
- Ability to take action to learn and grow: Takes responsibility for increasing skills in new technologies and systems to make government programs more effective.
- Ability to take action to meet the needs of others: collaborates across diverse backgrounds to increase access and positive outcomes in housing and development.

Preferred/Desired:

- Bachelor and/or Master's degree in marketing, Urban Planning, Finance, Real Estate, Public Policy or related field plus 2 years of relevant experience.
- Completion of the Certificate of Public Participation through the International Association of Public Participation (IAP2)
- Experience with project management and related principles and tools.
- Experience with principles, strategies, and best practices of program evaluation

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.

The hiring range for this position is $7,406 to $8,712 Monthly. However, the full salary range for this position is $7,406 to $10,018 Monthly. We may go higher based on the following: experience, internal equity, and market. Salary is negotiable.

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/5405476/community-engagement-specialist
- 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 July 16th, 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.