



International District Housing Alliance
606 Maynard Ave South, Suite 105
Seattle, WA 98104
(206) 623-5132 FAX (206) 623-3479

Better Housing, Happier Lives, Stronger Communities!

Position Announcement
OPERATIONS MANAGER

Position Title: Operations Manager
Benefits: Exempt 1.0 FTE, full medical/dental benefits after 90 days
Supervisor: Executive Director

Release Date: May 3, 2010
Deadline: May 10, 2010

About International District Housing Alliance (IDHA): Our mission is to improve the quality of life of International District residents and Asian and Pacific Islander immigrants and refugees of Greater Seattle through housing services and community building activities. IDHA's services include housing search and stabilization, eviction prevention and advocacy, landlord-tenant mediation and support, translation and interpretation, citizenship tutoring, intergenerational community building, youth leadership programs and financial literacy education. Our staff serve over 2,000 individuals a year in a dozen Asian languages and dialects.

Position Scope: Responsible for providing operations support to the Executive Director and Administrative Team. Provides development support for team planning, database maintenance, fund development activities, negotiating contracts for venues and services, internal communications, and public relations materials.

Essential Duties:

- Oversee and manage worksite operations, including procedural evaluation;
- Oversee and manage human resource function, including hiring and review processes;
- Assist Executive Director with development efforts;
- Assists Managers in strategic planning, agency evaluations, and goal development in conjunction with the Board of Directors;
- Provide grant-writing and budget preparation support;
- Assist with contract management for the Outreach program.

Qualifications:

- Bachelor's Degree and two years' management experience in social service field with increasing levels of responsibility;
- Successful supervisory experience with multicultural and multilingual staff members;
- Working knowledge of: Asian/Pacific Islander community issues, culturally relevant service delivery, housing, aging; children, youth and families, emergency service programs; human service system and resources; management information systems;
- Strong communication skills, both oral and written;
- Demonstrated ability to successfully manage multiple projects simultaneously;
- Strategic thinker, with experience in targeted and strategic planning.

Highly Desired/Preferred Qualifications:

- Knowledge and experience in organizational development and management; grant writing; budgeting techniques; financial management;
- Multilingual skills, preferably an Asian language.

To Apply:

Please send resume and cover letter with a list of three references. Resume packet can be sent via e-mail to Miya Forrest at miya@apialliance.org, or via fax to 206-623-3479.