

## **JOB DESCRIPTION**

### **Village Organizer 6<sup>th</sup> & Orchard Village**



**POSTING DATE:** August 17, 2021

**REPORTS TO :** Special Projects Manager

**HOURS:** Evening, 5PM-1AM

**PAY RANGE:** \$18.02-23.32 per hour, DOE

**BENEFITS:** Medical, dental & vision available for purchase. Life/disability, retirement, vacation and sick leave.

**Position type:** Non-exempt. Unionized position, represented by Local 8 of the Office of Professional Employees International Union (OPEIU).

This position monitors activities at the Tiny House Village and maintains a safe environment for all the residents. This position also provides emergency coverage as needed and works closely with other Organizers, the on-site Case Manager and the Special Projects Manager.

#### **Responsibilities:**

- Foster a safe, clean and peaceful environment in the Tiny House Village.
- Assist clients/participants in completing move-in and move-out paperwork. Monitor individuals entering and exiting the village. Maintain logs and complete incident reports.
- Provide outreach and info to neighborhood residents. Handle donations.
- Provide an on-site presence in the village, provide assistance to the villagers, enforce rules and guest policy.
- Monitor activities, safety, security and cleanliness in the village. Serve on team providing 24/7 staffing. Monitoring the people as they enter and exit the site. The purpose is to assist with deterring theft, violence, vandalism, illegal activities or infractions of rules and code of conduct.
- Perform light-maintenance and janitorial of common areas, entry, kitchen, community space, bathrooms, grounds and the perimeter of the village.
- Assist in setting up village meetings and assign daily and weekly duties to be performed by villagers.
- Prepare vacant units including light maintenance, cleaning, and coordinating with vendors in a timely manner. Maintain inventory of basic supplies and order supplies.
- Respond to villagers' concerns and questions.
- Provide info and feedback to Case Manager and Special Project Manager on on-going operations and the welfare of villagers.

- Respond to emergencies, being on-call with cell phone and performing grounds checks. Call 911 in case of emergencies such as fire or injuries. Alert LIHI staff and management of incidents, safety concerns and other related issues.
- Be able to lift at least 25 pounds.
- Other duties as assigned.

**Qualifications:**

- Proven ability to work with minimal supervision.
- One year maintenance, customer service and/or management experience.
- Demonstrated ability to work with people with sensitivity to cultural, race, gender, mental health and class issues, and a demonstrated commitment to low-income housing and ending homelessness.
- Experience working with low-income people.
- Excellent problem solving and conflict resolution skills.
- Excellent communication skills.
- Must pass criminal background checks and drug screening test.

The Low Income Housing Institute is an equal opportunity employer. Qualified members of historically marginalized and underrepresented communities are encouraged to apply.

**About us:**

The Low Income Housing Institute (LIHI) has a 30-year history and track record of owning and managing low-income housing; developing innovative solutions to homelessness; advocating for housing justice; providing supportive services; and operating hygiene services for homeless people at our Urban Rest Stops. LIHI staff have developed over 4,500 affordable housing units and manages over 2,500 units including rental housing, permanent supportive housing and transitional housing. The populations served include: families, singles, seniors, veterans, young adults, immigrants, low wage workers, and people living with physical and mental disabilities. LIHI is one of the largest nonprofit housing organizations in the state. Our properties are located in Seattle, King County, and five adjacent counties. LIHI is a national leader in sponsoring tiny house villages as a crisis solution to homelessness. Annually, the tiny house villages and shelters serve 1,000 homeless people and our hygiene programs serve over 8,000 homeless people. LIHI is a BIPOC organization committed to anti-displacement, equitable development, and social racial justice. LIHI staff is collaborative, dynamic, and dedicated to taking bold steps in ending homelessness and creating supportive communities for people to thrive.