POSITION DESCRIPTION: Housing Manager (Full-Time: 35 hours)

Lavender Rights Project (LRP) is a Black trans services organization with a grassroots legal department, established in 2016. We are proud to offer quality, affirming, and accessible community programming and legal services centered in values of social justice for Black trans people. We recognize people at the intersections of their LGBTQI+ identity encountering barriers of anti-blackness, xenophobia, and racism; ableism; low-income, economic, and class status; and experiences with incarceration.

NOTE: Our offices are open on a limited basis, our staff are primarily working remotely (laptop and related accessory equipment provided). This position will require onsite/in person work at the housing facility and in occasional meetings. When safe and authorized to return to regular in-person work, the position will be located in the Seattle office.

This position reports to the Housing Director and works to ensure internal and external messaging and public perception about the project aligns with LRP’s values, mission, and vision. The Housing Manager is aware of current and historical issues and viewpoints in order to center the needs of Black, trans and gender diverse, disabled, and QTPOC individuals while carrying out project objectives.

Role and Responsibilities

- Research and analyze complex issues; develop program plans, conduct surveys, and develop policy proposals.
- Provides oversight of day-to-day activities associated with the LRP housing facility.
- Outline and complete project tasks or delegate accordingly to volunteers or specific housing department staff.
- Collaborating with all invested parties and staff to increase engagement, participation and the longevity of the project.
- Identifies issues in operations that may require immediate attention and solution due to site safety.
- Recommend potential program improvements.
- Develop programming that meets the needs of our tenants.
- Meet the needs of our housing facility’s tenants, investing in the culture of our communities and ensure their quality of life.
- Creates a network of support for tenants that aligns with our wraparound services.
• Process and meet budget goals set by the Executive Director with input from the Housing Director.

**Required Qualifications**

• Experience working with POC LGBTQ+ populations.
• Proficiency with Google Suite and Microsoft Office.
• Previous work experience in the housing field and serving low-income residents.
• Current Washington State driver’s license, required insurance, and vehicle for local travel.

**Desired Qualifications**

• Awareness of current and historical issues and viewpoints central to the needs and concerns of QT2BIPOC folks and disabled individuals.
• Experience working with Black, gender diverse populations.
• Experience as housing manager in a permanent supportive housing facility.

**Pay Rate & Fringe Benefits**

Annual salary: $56,662 with generous fringe benefits: Healthcare coverages - medical plans, with employer contributions at about 80% of premium costs; employer paid dental and vision; flexible spending account; 401(k) retirement; Employee Assistance Program, optional voluntary insurances; self-determined paid time off for vacation or sick; holidays.

This position is full-time (35 hours/week) - Monday-Fridays, with occasional additional/flexible hours or schedule, as may arise for business or client needs. All staff currently are working remotely.

FLSA Status: Non-Exempt

**TO APPLY**

Please include your resume and cover letter, along with contact information of two work references. Send to: recruiting (at) lavenderrightsproject.org, or visit our website listing.

BIPOC, Trans, Nonbinary, TLGBQ2SIA persons are highly encouraged to apply.
Lavender Rights Project provides equal employment opportunities to all applicants without regard to race; religion; creed; color; national origin, including accents/ESL speakers; sex; marital status; sexual orientation; gender identity or expression; age; tribal affiliation; disability (whether confirmed, perceived, diagnosed or self-diagnosed); use of service animal; blood-borne pathogen status; union membership; military or veteran status; previous gender identities, names, and gender markers; genetic information; pregnancy; chest/breast feeding status; immigration status; political ideology; use of public benefits; hair type as defined by the CROWN Act and RCW 49.60; housing status; criminal background and history; or any such intersections.