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*Uniting People of Faith to Build Stronger Communities*

**Job Description**

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| Position: Property Partner Specialist | Department: Center for Direct Services |
| Reports to: Landlord Liaison Program Manager | Type of Position: Direct Services |
| Position Type: X Employee □ Contractor □Intern | Hours per week: 40 |
| X Full-time □ Part-time □Temporary | □ Exempt X Non-exempt |

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| **ORGANIZATIONAL DESCRIPTION** |
| Associated Ministries is a key agent of transformation in Pierce County, committed to function effectively as a sustainable organization, by engaging authentic interfaith relations and effective partnerships, and championing equitable moral leadership to help build a thriving community. |
| Associated Ministries is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, national origin, sex, sexual orientation, age, marital status, veteran status, or the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a disabled person. |
| **JOB SUMMARY** |
| The Project Specialist for the Landlord Liaison Project (LLP) will be responsible for building relationships with private market Landlords.  The Landlord Liaison Project Specialist (LLPS) will identify permanent housing units in every school district in Pierce County. The LLPS will develop partnerships with Landlords to overcome barriers that prevent those who are homeless from obtaining permanent housing, maintain an up to date listing of available units and work closely with case managers in the Coordinated Entry System to ensure clients can access housing. In addition, this position will mediate conflicts, assist with tenant and Landlord education and provide emergency on call services for Landlords to resolve problems.  This project will serve those who are currently experiencing homelessness and who have completed a Coordinated Entry intake/assessment interview. |
| **RESPONSIBILITIES** |
| Primary responsibilities:   * Establish relationships with Landlords to assist in locating appropriate housing, for those who have multiple barriers to obtaining permanent housing throughout Pierce County with the goal of increasing number of partnered Landlords. * Maintain Landlord relationships and assist to keep database on properties and Landlord contacts current. * Become active in the Landlord community to identify housing for persons experiencing homelessness with barriers and disabilities. * Facilitate agreements with Landlords that will provide rental units to help persons experiencing homelessness access and maintain permanent housing. * Assist with training and outreach events for Landlords. * Provide mediation for housing issues that may arise. * Perform unit move-in and move-out inspections as needed. * Review the Risk Reduction fund requests from collaborating Landlords and determine with Risk Reduction Committee. * Conduct tenant Renters Readiness trainings when facilitator is unavailable. * Demonstrates ability to engage with people of diverse cultures. * Committed to cultural competence and willing to participate in training to develop understanding of racial, gender and class equity.   Secondary Responsibilities   * Establish working relationships/agreements with case managers and program managers from each of the referring agencies. * Participate in LLP related meetings. * Ability and willingness to work as part of team and independently with little off-site supervision. * Other duties as assigned. |
| **WORK EXPERIENCE/SKILL REQUIREMENTS** |
| * The development and management of relationships with a wide variety of Landlord’s and property managers. * Negotiating rental agreements and contracts. * Knowledge of housing resources in Pierce County, Landlord/Tenant Laws and Fair Housing Regulations in Tacoma and Pierce County. * Understands housing market trends throughout Pierce County. * Good public speaking skills. * Demonstrated proficiency in organizational and record keeping skills. * Ability to handle multiple tasks. * Must have a safe driving record and be able to travel independently between multiple work sites within a day. * Excellent organizational, listening, written and verbal communication skills. * Self-motivated with a demonstrated ability to prioritize and problem-solve. * Ability to work individually in a self-directed manner and as part of a team, good interpersonal skills and positive attitude. * Ability to use basic computer software (Word, Excel, Access, Outlook, Internet Search engines, Web based databases) * Ability and willingness to work a few evenings and weekend days per month as needed for the purposes of meeting with landlords/property managers, who are unable to meet during regular business hours, and taking on the 24/7 landlord phone line. * Demonstrated commitment to diverse backgrounds and religious diversity including all faith traditions (religions).   **WORK EXPERIENCE/SKILL PREFERENCES**   * Property management or landlord experience * Experience working with private market Landlords in housing homeless people. * Knowledge and skills identifying housing for homeless people. * Working with a wide variety of low-income and/or homeless populations with an emphasis on reducing barriers to securing and retaining permanent housing. * Developing and/or providing education to low-income and/or homeless populations on fair housing, landlord/tenant law and tenant rights and responsibilities. * Fluency in one or more languages other than English. * Mediation experience   **WORK EXPERIENCE PREFERENCES**   1. Past experience with Motivational Interviewing and/or Mediation. 2. Past experience with Progressive Engagement and Housing First Services. 3. More than 2 years of direct professional work in homelessness intervention. 4. Volunteer experience in Human Services. 5. Fluency in a language other than English. |
| **EDUCATIONAL REQUIREMENTS** |
| Bachelor's Degree with two years of experience in social service, real estate or property management; OR  Any combination of education, experience and measurable performance that demonstrates the capability to perform the duties of this position. |
| **COMPENSATION** |
| Pay Range: $17.51 - $22.45 per hour  Benefits: Health insurance, retirement plan, and generous benefit package as detailed by Personnel Policies |
| **APPLICATION PROCESS** |
| Application must include cover letter and resume addressing position requirements. Send to: Associated Ministries, 901 South 13th Street, Tacoma WA 98405, or e-mail all to [Camiliab@associatedministries.org](mailto:Camiliab@associatedministries.org).  First Review of applications will be October 31st. No phone inquiries, please. |