

# EL CENTRO de la RAZA

## JOB SUMMARY

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### GENERAL INFORMATION

**Position Title:** AIR AND NOISE CAP COORDINATOR/ PROPERTY MANAGER

**Pay Status:** Executive \_\_\_\_\_ Management \_\_\_\_\_ Staff  X   
Contract \_\_\_\_\_ Exempt \_\_\_\_\_ Non-Exempt  X

**Reports To:** Housing & Economic Development Director

**Date Summary Established:** 2/20

**Last Revision Date:** 9/20

**Written By:** Human Resources Administrator

**Approved By:** Executive Director

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### VALUES STATEMENT

El Centro de la Raza is a voice and a hub for Seattle and Martin Luther King, Jr. County's Latino community as we advocate on behalf of our people and work to achieve social justice. Through our comprehensive programs and services, we empower members of the Latino community as fully participating members of society. We also work to raise awareness with the public, and government, business and civic leaders about the needs of the Chicano/Latino community in the United States.

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### POSITION SUMMARY

This is a fulltime 35 hour per week position consisting of 15 hours per week as the Air and Noise Community Action Plan (CAP) Coordinator and 20 hours per week as the Property Manager.

The Air and Noise Community Action Plan (CAP) Coordinator works in coordination with the Environmental Justice Coordinator to manage all aspects of the Air and Noise Pollution CAP.

The Property Manager is responsible for effectively coordinating business operations of a diverse portfolio of properties including property management duties for ECR/El Patio.

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### ESSENTIAL FUNCTIONS

#### **Air and Noise CAP Coordinator functions:**

- Due to the COVID-19 crisis, all below activities will be carried out virtually and through means that allow for social distancing based on the guidelines of phased re-opening issued by the Governor of the state of Washington and the Washington State Department of Health.
- Manage overall community efforts, develop and supervise CAP-related work-plans, coordinate advocacy opportunities, communication and coordination of various stakeholders to ensure ongoing progress of the CAP implementation with the goal of

educate and raise awareness among Beacon Hill residents from Plaza Roberto Maestas and El Patio Apartments, concerning the negative impacts from air/noise pollution and to build local capacity in the community to address these impacts.

- Develop and expand partnerships including Beacon Hill Safe Streets and Greenway, and Plan Amnesty.
- Coordinate and deliver presentations, as COVID-19 social distancing guidelines allow, to empower Beacon Hill residents to advocate effectively for improvements in their environment. Presentations groups include internal El Centro de la Raza programs such as Comadres, Jose Marti Child Development Center, Plaza Roberto Maestas and El Patio residents.
- Coordinate outreach and promotion of presentations and events utilizing linguistically and culturally appropriate newspapers, radio, social media, as well as affinity groups and churches.
- Identify and recruit individual community members attending the presentations to participate in advocacy and policy change at the local and state level. Attend Beacon Hill Council meetings to recruit individuals for advocacy and policy change.
- Organize and mobilize Community and collaborate with allies to update City of Seattle tree ordinance.
- Meet with CAP steering committee to identify and assign priority action items for 2021.
- Design 2021 CAP implementation work-plan with community steering committee.
- Participate in monthly community meetings.
- Perform other duties and responsibilities as assigned.

#### **Property Management Functions:**

- Due to the COVID-19 crisis, all below activities will be carried out virtually and through means that allow for social distancing based on the guidelines of phased re-opening issued by the Governor of the state of Washington and the Washington State Department of Health. Current State of Washington ordinances related to landlords/tenants take precedent.
- Send out timely eviction and out-of-compliance notices.
- Receive and reconcile rent in a timely manner.
- Coordinate repairs with maintenance staff and contractors including handling emergency maintenance issues.
- Prepare contractor invoicing.
- Prepare annual and quarterly reports for funders (City of Seattle, HUD, State of Washington and WSHFC).
- Ensure compliance with contractual obligations and funding requirements.
- Ensure billings are completed in a timely manner.
- Ensure that tenant-landlord laws are adhered to in the management of all housing and apartments.
- Plan and coordinate board meetings including scheduling, establishing quorum, keeping board minutes and following appropriate bylaws for North Beacon Hill Housing Initiative Association and ECR.
- Coordinate and conduct monthly tenant meetings at El Patio.

- Monitor warranties related to recent facility rehabilitation, and schedule repairs covered by warranties as needed.
- Provide case management for ECR Transitional Housing participants and referrals for programs and services of El Centro de la Raza and other agencies.
- Perform other duties and responsibilities as assigned.

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## **MEASURABLE STANDARDS**

- Commitment to mission, respect for the work of our nonprofit partners, commitment to providing exemplary service to our clients.
- Ability to work collaboratively and effectively with internal and external staff.
- Exercises problem solving, skillful organizing and multi-tasking.
- Demonstrates ability to maintain composure and work effectively in stressful situations.
- Ability to work cooperatively in a high-volume, fast-paced environment, and work well under pressure.
- Must be able to work in a multi-cultural/multi-ethnic environment.
- Must be able to maintain confidences and handle highly confidential materials.
- Must perform in a professional manner at all times.

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## **JOB QUALIFICATIONS**

### **Essential minimum skills, education, and experience:**

- B.A. degree.
- Bilingual Spanish/English both written and oral fluency.
- Five years of work experience in a nonprofit or community organizing setting.
- Experience in presentations and facilitating groups.
- Must be effective in conflict resolution.
- Strong computer skills in Microsoft Word, PowerPoint, Excel.
- Must possess strong written and oral communication & coordination skills.
- Ability to maintain a sense of priorities, meet deadlines and the capacity to coordinate multiple tasks.
- Maintains a valid driver's license and proof of insurability.

### **Additional Preferred Qualifications:**

- Property management experience

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## **WORKING CONDITIONS/ENVIRONMENT**

Works in a general office environment and workshop locations at a minimum of 35 hours per week. Some flex scheduling required for attendance at meetings and other events. Requires local travel for presentations, meetings, and workshop locations.

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## **NOTES AND SPECIAL REQUIREMENTS**

This position requires a background check. The above duties or working procedures describe the chief function of the job and are not considered to be a detailed description of every duty of the job. Requires a 6-month probationary period.

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## **BENEFITS**

This position is eligible for El Centro de la Raza's full benefit package including medical/dental/life insurance coverage, 401(k) plan, paid vacation and sick leave, and eight paid holidays. In addition to these paid holidays, El Centro gives additional paid time off (up to 5 days) during the last week of December for qualified employees. El Centro employees also benefit from ongoing professional development opportunities.

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## **APPLICATION PROCESS**

Please send resume to Shannon Armstrong at [sarmstrong@elcentrodelaraza.org](mailto:sarmstrong@elcentrodelaraza.org), or stop by El Centro de la Raza at 2524 16th Ave S, Seattle, WA 98144, to drop off a resume and pick up an application. If you have questions, please call 206.957.4626.