



**KCRHA**  
King County Regional Homelessness Authority

## **Special Projects Coordinator**

### **King County Regional Homelessness Authority**

**Role Title:** Coordinator, Special Projects

**Salary Range:** \$85,000 - \$95,000 per year

*(This role is grant funded and expected to run through June 2024)*

#### **Organizational Overview**

The King County Regional Homelessness Authority (the Authority) oversees all homelessness related programming and prevention initiatives in the Seattle/King County region. Created via an interlocal agreement between the City of Seattle and King County in 2019, the Authority is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, the Authority is specifically tasked with:

1. Engaging and centering people with lived experience;
2. Focusing on justice-based approaches to actively address disproportionalities in the population experiencing homelessness; and
3. Integrating the perspectives of a wide range of stakeholders across King County through a sub-regional planning process that recognizes the unique attributes of communities within the county.

The Authority is currently in its founding era and seeks dynamic and skilled leaders at all levels.

#### **Team Overview**

The Special Projects team plays a specialized role at KCRHA. This team interacts with staff across all divisions to develop, implement, and assess a plan to create and maintain functional zero sub-systems in the Seattle-Metro subregion. This role will report to the Director of Special Projects and work in close coordination with other departments agency wide.

#### **Role Description**

The Special Projects Coordinator is responsible for programmatic and administrative support in the development, implementation, and assessment of a plan to create and maintain functional zero sub-systems across Seattle, successfully implementing a strategy to radically reduce homelessness via targeted focus and infrastructure development. This role will support coordination across KCRHA departments, public agencies, and City of Seattle and King County departments to ensure the successful implementation.

This role is an individual contributor that supports special projects at the agency in various administrative capacities, including but not limited to team and/or project operations and administrative support and research. They may also collaborate with managers to lead specific work streams or deliverables within projects as needed. This role has no direct reports but may function as team lead.

The Special Projects Coordinator will be ultimately accountable to the Chief Executive Officer and people experiencing homelessness and will be held to the processes that customers of the Regional Authority's services, community groups, and frontline staff establish to ensure that accountability.

### ***Accountabilities***

#### **Research & Administrative Support (50%)**

- Provide day-to-day operations and administrative support to the Director of Special Projects, as needed, including scheduling, note taking, agenda preparation, memo drafting, event production/logistic coordination, management of travel and other related team needs in support of efficient team operations
- Research best practices or new systems that could enhance the work of the Special Projects team with a focus on tools for Program Performance, Systems Implementation, and Stakeholder Engagement.
- Collaborate with project managers and team leads to complete specialized research, as needed, in support of Special Projects team projects and initiatives
- Provide high-quality customer service to internal and external stakeholders as a part of stewarding operations for those working on/with the Special Projects team.

#### **Project/Program Operations (40%)**

- Maintain team practices and norms related to Special Projects
- Support the Special Projects team in the management of key resources and tools related to contract program performance, program equity, and performance management
- Support in the management and tracking of deliverables and tasks on team/project work plans to ensure clear identification of objectives and fiscal resources needed for projects of oversight; Collaborate with team leads to implement project related tweaks as a part of continuous improvement efforts, as needed

#### **Stakeholder Engagement (10%)**

- Support team leaders in coordinating engagement efforts for relevant stakeholder groups in an ongoing way to drive continuous improvement and design efforts
- Attend relevant meetings with community-based organizations, other government agencies and partners, broadly to support informed design, resource building and resource sharing with team leaders; Keep meeting minutes and track engagement touch points
- Build relationships with individuals within and outside of the regional authority across sectors

### **Minimum Requirements**

Studies have shown that women, people of color, and those from underrepresented groups are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in the best candidate for the job and encourage you to think broadly about how your background might make you a valuable member of our team in this role when deciding whether to apply.

- Fluency in equity and racial justice concepts and language, understand their own privilege and power, and is able to bring equity impact analysis to life in the context of their tasks
- 4-7+ years of related work experience in the government, non-profit or related field
- 3+ years of experience with a track record of success in project management and administrative support.
- A track record of success in cross-team and/or multi-stakeholder collaboration
- Proficiency using technology and data, including Microsoft Office Suite, particularly Microsoft Teams.

### **Additional Requirements**

- Ability to travel up to 10%, in state and out-of-state
- Budget management experience, a plus
- Experience working across government agencies and related structures/governing bodies, a plus
- Experience in project management, operations, and stakeholder engagement
- Experience collecting data and/or using data to drive decisions
- Exceptional planning, organizing, and prioritizing skills in order to manage a diverse workload, multiple demands, and deadline sensitive projects
- A high level of customer service orientation and attention to detail
- Ability to provide and accept feedback
- Ability to work in and across several communication platforms, including social networks and cloud- based systems
- Strong attention to detail, accuracy, timeliness

## **VACCINATION MANDATE**

RHA is subject to the King County requirement that all county contractors and volunteers working onsite (Workers) at Executive branch agencies (Agency/Agencies) be fully vaccinated against COVID-19.

If you are the successful candidate for a position, RHA will send you a conditional offer letter. As a condition of employment, prior to a final offer of employment, you will be required to:

- Submit proof of vaccination, or
- Have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of vaccination approved by the Center for Disease Control and Prevention (CDC).

## **EEO STATEMENT**

The Regional Homelessness Authority is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on the basis of race, creed, religion, color, national origin, age, alienage or citizenship status, ancestry, nationality, national origin, marital or domestic partnership or civil union status, familial status, sex, pregnancy, gender identity, or any other characteristic protected by federal, state or local law. In addition, the Authority will provide reasonable accommodations for qualified individuals with disabilities.