



WASHINGTON LOW INCOME
Housing Alliance

Job Title: Events Associate

Reports to: Deputy Director

About Us: As the statewide champion for housing, the Housing Alliance is a powerful coalition of diverse organizations and individuals working together to build and protect safe, healthy, affordable homes for everyone in Washington.

We believe that achieving our mission of affordable homes for all requires an awareness of current and historical forms of institutional oppression, and a commitment to working toward becoming a fully equitable and anti-racist organization. Institutional oppression can take many forms – from the redlining that once prevented African American families from purchasing homes using federally-backed mortgages to the legal discrimination that occurs today, which allows landlords to deny tenancy. We are committed to critically examining how power dynamics and privileges impact individuals, communities, and larger systems. We practice a commitment to dismantling systemic, institutional and personal experiences of oppression in regard to both process (how we work) and product (what we work on), to help create conditions in which all people have opportunity to thrive.

About the position: This is a temporary, 24 hour/week position lasting from mid-April to mid-October that supports the planning of our annual Conference on Ending Homelessness. This position will be fully remote with flexible scheduling until public health guidance changes regarding COVID-19. Once it is safe to return to our office, the position will be based out of Lower Queen Anne in Seattle. In the meantime, the person in this role will need to have the capacity to work from home.

Who we're looking for: Someone with experience organizing large events, especially conferences; who is committed to advancing equity through community engagement and thoughtful planning; and who has strong project management skills.

Representation matters. We value and desire a diverse workplace and strongly encourage Black, Indigenous, people of color, LGBTQI+ people, people with disabilities, and people who have experienced homelessness or housing instability to apply.

Primary Responsibilities: The Housing Alliance is a collaborative work environment, and the person in this position is specifically responsible for the following:

Speaker Management (40%)

- Assist with notifying those who submit a session proposal whether their session has been accepted to the conference program;
- Work with speakers to confirm their session titles, descriptions, and credentials for the printed conference program, and to collect presenter biographies for the conference website; and
- Maintain the conference speaker roster.

Equity and accessibility (35%)

- Execute accessibility accommodations and provide other logistical support to make the conference welcoming, accessible, and inclusive based on recommendations from the conference Equity Subcommittee;
- Manage vendor relationships for contracted services such as real-time captioning, interpretation, acupuncture, etc; and
- Notify scholarship recipients of their awards and provide logistical support as needed around registration, cash stipends, hotel stays, and transportation.

Communications (15%)

- Assist with compiling and proofing copy for print program;
- Assist with compiling and proofing copy for conference website; and
- Develop conference signage and print in-house.

Other (10%)

- Manage volunteer recruitment and volunteer staffing plan;
- Ensure licensed social workers receive Continuing Education certificates for credit received at the conference; and
- Other duties as assigned.

The responsibilities outlined above are not intended to represent an absolute or final list of all elements, activities, or duties of the job. The statements above are intended to describe the general nature and level of work performed by the person assigned to this position. Time percentages are estimates and will vary seasonally and may change based on the needs of the organization.

Qualifications: The ideal candidate will have all or most of the following:

- At least 3 years experience planning major events, preferably conferences with 500+ attendees;
- An understanding of institutional racism and a strong commitment to undoing racism and other forms of oppression;
- Excellent attention to detail;
- Strong project-management skills;
- Vendor management experience; and
- Comfort working with Microsoft Office programs and using Outlook.

Compensation & Benefits: The pay range for this position is \$27-29/hour depending on experience. Temporary employees are not eligible for benefits beyond sick and safe leave, which we have taken into account in setting the pay range for this position.

How to apply: Please send resume and succinct cover letter describing (1) why you are interested in the position, (2) your relevant experience, including any experience you have organizing large events, (3) how you would bring a commitment to equity and racial justice to the role, and (4) how you learned of the opportunity to jobs@wliha.org. We also request that you complete our voluntary, anonymous [demographic survey](#) to help us improve our hiring processes. No phone calls, please.

Hiring timeline: The position is open until filled, with an ideal start date in mid-April. Priority consideration will be given to applicants who apply by April 1.