



## Historic South Downtown Communications & Policy Associate

### Time and Classification

The Communications & Policy Associate will be employed by Historic South Downtown (HSD) to provide ongoing policy and communication work for HSD.

The position is a Full-Time position, considered 30+ hours per week. Initially the assignment will start at 30 hours per week, with growth to 40 hours as needed.

Classification: This position is non-exempt.

Pay range: \$37 to \$42 per hour

### The Organization

The Historic South Downtown Community Preservation & Development Authority is a state-created authority responsible for preserving, restoring, and promoting the health, safety, and cultural identity of Seattle's Pioneer Square and Chinatown International District neighborhoods.

HSD was created by the Washington State Legislature in 2007 as the first community preservation and development authority in the state. HSD exists to respond to impacts from ongoing construction of major public facilities, public works, land use decisions and capital projects in both neighborhoods. It is governed by a board of thirteen volunteer, elected directors that represent community interests from Chinatown International District, Pioneer Square and local governments. As the first CPDA in the State of Washington, HSD participates in the formation and success of new CPDAs as they develop.

In 2018, HSD received funding from King County Transit Oriented Development bonds that are being distributed to the communities we serve via a competitive grantmaking process. Grants from this pool of funding must be distributed by the end of 2022.

Additional funding is being sought to sustain grantmaking operations. At present, grant making is restricted under the terms of our State allocation. However, we continue to provide robust advocacy support and capacity to the two neighborhoods we serve. The Communications & Policy Associate will work in partnership with the Community Preservation Associate, under the coordination of the Executive Director, to ensure that the Authority's legislative mandate and values continue to be carried out to the benefit of South Downtown.

### To Apply:

Send two or more samples of your past work that demonstrate your skills and a letter summarizing your connection to and interest in this position, to [kathleen@historicsouthdowntown.org](mailto:kathleen@historicsouthdowntown.org). This position will remain open until filled.

### **Detailed Position Description – Communications & Policy Associate**

The HSD Communications & Policy Associate will be responsible for developing, implementing and administrating the day-to-day communication and policy needs of HSD. This position will focus on external policies, interaction with State and Local governmental representatives, and support of the Executive Director in achieving the goals of HSD as set by the Board of Directors and the communities we serve. Specifically:

1. **Communications and messaging:** HSD exists to help elevate the voices of members of our community, and help mitigate the negative impacts of large-scale, public funded projects or land use decisions. The Communications & Policy Associate's work will support this mission by providing clear and effective communication pieces, working with the Executive Director, Team members, and consultants to ensure consistent and compelling messaging across platforms for the projects and issues that impact South Downtown.

Communications from HSD seek to connect our communities to issues and opportunities to participate in public processes, and to help public officials and staff to understand the impacts of their actions and assumptions on equity-seeking and under-invested neighborhoods in South Downtown.

2. **Effective Brand Management:** The Communications & Policy Associate is the primary staff manager of the agency's Brand. This role will be familiar with brand guidelines and assets and ensure appropriate use to protect the vitality and effectiveness of the Authority's brand.
3. **Manage all communications platforms:** The Communications & Policy Associate is the primary staff role managing the agency's various communications platforms, including:
  - a. Facebook
  - b. Instagram
  - c. Website currently built on Wix platform
  - d. Various pieces of collateral and print materials
  - e. Other emerging platforms
4. **Initiative in defining communication opportunities and ideas.** This position is responsible for supporting the Executive Director and Team members with new ideas for communications messaging and platforms, participating with the Board in discussions around effective messaging and reducing barriers to reaching the communities we serve.
5. **Support of Major Projects:** The Communications & Policy Associate will provide support for the Executive Director and Community Preservation Associate for public outreach around major projects like Sound Transit's Light Rail Expansion project, the rehabilitation of Pier 48, public safety in both neighborhoods, and other issues/projects as they develop. Project support activities will vary based on the specific qualities of each project. The Communications & Policy Associate should expect to become familiar with the issues being discussed and be able to distill those issues into messages that will be understood by the general public.
6. **Role in Pursuing HSD Mission:** The Communications & Policy Associate is a key position in assisting HSD to meet the mandate of RCW 43.167 regarding elevating the voices of the community and helping to mitigate the impacts of large-scale, publicly

funded activities, or land use decisions, and ensuring the members of our community receive quality and effective governmental service.

7. Language & Cultural Knowledge: HSD serves neighborhoods with a high percentage of the population who speak languages other than English, many who have immigrated from Asian/Pacific Island nations. The Communications & Policy Associate requires the ability to determine culturally-appropriate communication strategies, review policies for cultural competence and/or biases, and to prioritize accessibility for all HSD materials, including translation and interpretation for language access.
8. Policy Research and writing: As needed, assist Executive Director, Board of Directors, and Team members to understand issues as they develop. This could include research on social issues related to underserved and equity-seeking communities, displacement, building preservation, business vitality, and other issues germane to ensuring South Downtown communities remain vital.
9. Policy Development External: Lead and support discussions and development of public facing policy positions. This could be in the context of advocacy with our legislative partners at the local, state or national level, or targeted at issues facing the community. Use expertise, experience and knowledge of communities HSD serves, political environment and other considerations to recommend to leadership policies that result in the best outcomes for Authority and neighborhoods.
10. Policy Support Internal: Participate in discussion of and drafting internal policies reflective of board and leadership direction, ready for Executive Director review and refinement and eventual board approval. Work with Bookkeeper/Office Manager to capture and organize policies. Ensure HSD policies and procedures are followed. Raise questions regarding process and suggest improvements where needed.
11. Professional Standards: Act within best practices and expertise for professional working within underserved and equity-seeking communities. Maintain understanding and follow applicable Washington State law and regulations regarding the conduct of government business, including open public meetings, public records disclosure, financial security, document security, conflict of interest rules and other professional compliance standards. Promote understanding and implementation of HSD Values as defined by Board of Directors, and HSD Mission and described in RCW 43.167. Among other activities, the Communications & Policy Associate will:
  - a. Train and maintain knowledge of Open Public Meetings Act (OPMA)
  - b. Work with the Executive Director to ensure adequate notice of HSD Board and other meetings as required by the OPMA.
  - c. Maintain a working knowledge of online accessibility best practices to suggest process improvements and guide HSD communications policy
12. Team Participation: Participate in weekly staff meetings, monthly Board meetings, Board committee meetings as assigned, annual Board Retreat and Annual Mixer as directed. Update project management or workflow software as provided. Keep calendar up to date in Outlook as provided. Maintain standard work-day communications with team members to ensure ability to schedule meetings, interact with constituents and maintain project momentum.

13. Management of Hours: Overtime must be approved in advance. Document hours on Gusto system in a timely manner (every two weeks).

### Experience and Skills Required

#### Education and Experience:

- Bachelor's degree or higher, plus at least two years' experience serving in nonprofits, foundations, government or other mission-based organizations, in an increasingly responsible, related position.
- Familiarity with political environment in Seattle, King County and the State of Washington.
- A drive to sustain relationships with others for the benefit of those you represent.
- Ability to understand and champion the needs of equity-seeking communities, work with non-English speakers, and respect for individuals from diverse backgrounds.
- Additional experience in communications, administration, community organizing/development or a closely related fields can be substituted for educational requirement provided that the applicant has demonstrated experience in relevant skills.
- Proficiency in relevant technology, including: PC skills and applications (MS Office - Outlook, Word, Excel, and PowerPoint), Google Docs, Gmail, Adobe products, WIX website platform, Canva, social media portals (Instagram, Facebook), and ability to learn new technology as needed.
- Excellent organizational skills and attention to detail.
- Strong written and verbal communications skills.
- HSD serves neighborhoods with a high percentage of the population who speak languages other than English. Fluency in any of these languages is a plus, but not required. The target languages include Cantonese, Mandarin and Vietnamese.
- Ability to manage multiple projects and tasks and develop timelines/checklists for executing activities and events.
- Demonstrated ability to work independently with minimal supervision.
- Ability to take direction from more than one person and willingness to receive and respond to constructive feedback.
- Proactive, positive, and problem-solving attitude. Ability to overcome challenges creatively in ways that promote HSD values and goals.
- Establish and maintain effective working relationships with associates, consultants, leadership, public officials, and representatives of other agencies and organizations, and with the public.
- Prioritize tasks, work under pressure and meet deadlines.
- Work some evening and weekend hours, particularly scheduled board meetings or public events.
- Successfully complete a background check.

Work Environment: Office hours are flexible with some evening hours anticipated over the course of each month. Hybrid work schedule is the norm, and Authority support is provided as needed to ensure connectivity and productivity. The employee should notify the Executive Director of the need and work to secure resources to ensure productivity when in the office, working from home or the field. A work station will be maintained for the Communications & Policy Associate. Currently, a Fixed-In Desk at Hing Hay Coworks, 409B Maynard Ave. S., Seattle. All employees must follow the safety and office procedures required by Hing Hay Coworks staff, either written or verbal.