



JOB DESCRIPTION

Job Title: Housing Specialist

Organization: Latinos En Spokane

Status: Non Exempt | Hourly | Part time (20-25h max) - Weekends as needed – 1 year Contract

Salary: \$ 21.00 to \$23.00 per hour

Benefits: Paid time off (PTO and holidays)

Reports to: Executive Director

About Latinos En Spokane:

Latinos En Spokane (LES) is a Latino and immigrant-led 501C3 non-profit organization based in Eastern Washington. We are dedicated to being a transformative force for systemic change, racial justice, and building generational health and wealth. Our mission is to empower Latinos, immigrants, and marginalized communities by providing wrap-around services, building cultural landscapes, supporting entrepreneurs, organizing, and creating policies for justice and inclusion

Position Overview:

Latinos En Spokane (LES) is seeking a dedicated Housing Specialist to join our Housing Initiative Project. The Housing Specialist will be crucial in assisting immigrant communities securing and maintaining stable housing by conducting assessments, developing housing plans, and providing comprehensive support for temporary and permanent housing.

Responsibilities:

- **Focus on Housing Maintenance:** Conduct regular inspections of each property under our master lease to ensure compliance with housing standards and address any maintenance issues promptly
- **Resource Navigation:** create and maintain a housing resource guide with affordable housing options in Spokane County.
- **Collaboration and Advocacy:** Work with landlords, housing providers, and community organizations to secure appropriate housing and advocate for clients' needs.
- **Ongoing Support:** Provide continuous support to help clients maintain stable housing, including education about their rights and responsibilities as tenants.
- **Record Maintenance:** Maintain accurate records of client interactions, housing plans, progress, room and rental payments.
- **Monitoring and Upkeep:** Oversee rental housing units, including collecting rent and managing tenant leases.
- **Research Housing Opportunities:** Identify potential housing options, including rooms and co-housing opportunities.
- **Technical Assistance:** Guide clients through housing processes, such as navigating leases, meeting requirements, and managing rent payments.



Qualifications:

- Bilingual proficiency in English and Spanish.
- High school diploma or equivalent required; bachelor's degree in social work, Human Services, or a related field preferred.
- Previous experience in housing assistance, case management, or working with migrants and asylum seekers is highly desirable.
- Exceptional communication and presentation skills.
- Ability to collaborate with diverse stakeholders, including landlords, housing providers, and community organizations.
- Proficient in maintaining accurate records and documentation.
- Advocacy skills to support clients in understanding their tenant rights and responsibilities.
- Familiarity with housing resources and rental assistance programs.
- Ability to work independently and manage time effectively within a part-time schedule.

To Apply:

Submit your resume, a cover letter demonstrating your interest and experience in this area and contact information for three references.

EEO statements

Latinos en Spokane is an equal opportunity employer. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. The safety and well-being of our employees and potential candidates remain a priority.