



Connecting People & Place to Build Community

Place Development Operations & Asset Coordinator

Job Type:	Full-Time (36 hours), Permanent
Reports to:	Place Development Manager
Location:	Unincorporated Neighborhoods of White Center
Closing Date:	Open Until Filled
Pay Range:	\$45,000 - \$65,000

The White Center Community Development Association (WCCDA) is seeking a motivated and detail-oriented Place Development Operations & Asset Coordinator. This role plays a key part in stewarding WCCDA's real estate assets by overseeing building operations, coordinating maintenance and vendor relationships, and supporting compliance requirements across the Place Development portfolio. The Coordinator works closely with tenants and staff to ensure our spaces remain safe, functional, and aligned with WCCDA's mission of community ownership and long-term neighborhood stability.

This Position Could Be For You If You Have The Following Competencies:

- *Ensures Accountability* - This role requires clear ownership of tasks, follow-through on work orders, maintenance, vendors, and compliance items to prevent operational gaps and manage risk.
- *Plans & Aligns* - Housing and property operations depend on translating organizational goals into day-to-day schedules, priorities, and timelines while anticipating conflicts and tenant needs.
- *Manages Ambiguity* - The work can regularly involve incomplete information, shifting timelines, and evolving requirements, requiring sound judgment and steady action without full certainty.
- *Manages Complexity* - The coordinator must navigate overlapping leases, policies, building systems, and human dynamics, identifying root causes and weighing tradeoffs to prevent & resolve issues effectively.
- *Balances Stakeholders* - Success depends on fairly managing competing needs of tenants, residents, community users, vendors, inspectors, and internal staff while maintaining consistency and trust.

- *Resourcefulness* - With limited budgets and capacity, the role requires creative problem-solving and efficient use of available resources to keep buildings functional, safe, and compliant.

What You Will Be Doing:

- Oversee the day-to-day operations of the White Center HUB by tracking work orders, coordinating repairs and maintenance, and following up with vendors and contractors.
- Conduct routine walkthroughs of common areas and shared spaces to identify maintenance issues, safety concerns, and operational needs.
- Coordinate access control (keys, fobs, codes), move-ins/move-outs, and space readiness for tenants.
- Maintain accurate records related to building operations, maintenance logs, warranties, inspections and compliance requirements.
- Provide administrative support, manage front desk schedules, and facilitate communication with clients and vendors. Advise the maintenance and upkeep of the facility, ensuring that the environment is functional and well-maintained.
- Help oversee technology systems, to include network administration, database management, and security, alongside technical support to staff and programs.
- Support the Place Development and Finance Manager in portfolio growth and asset stewardship efforts, including acquisition and development activities, due diligence coordination, financing documentation support, closing preparation, and organizational support related to both current and future real estate assets.

This is not an exhaustive list of duties which can change at any time in an environment filled with cross-collaboration across departments which continually serve new and at times unpredictable projects for underserved communities.

Required Qualifications You Bring:

White Center CDA seeks candidates with a passion for and demonstrated commitment to equity, social justice, and anti-racist/anti-oppression practices. Any combination of lived experience and training that would provide the required qualifications and skill set will be considered.

- A strong commitment to viewing all work through an anti-racist lens, aiming to dismantle systemic barriers and promote equity and inclusion within the community.
- Excellent organizational and communication skills, capable of managing multiple tasks and stakeholders effectively.
- Display initiative and exercise discretion and mature judgment.
- Adept at engaging diverse community groups.
- Demonstrated ability to work collaboratively with staff, residents, and partners across multiple programs and organizations. This includes the ability to solicit and incorporate feedback into project planning and execution.
- Flexibility to work evenings, weekends, and holidays as needed to support community events and initiatives.

Desired Qualifications You Bring:

- Bachelor's degree in Urban Planning, Community Development, Business Administration, Real Estate, or a related field; equivalent level of professional and lived experience demonstrating skills and knowledge considered. Experience in commercial real estate operations, affordable housing, property management, asset management, and/or community-based real estate stewardship is strongly preferred.
- Demonstrated experience in project coordination, preferably within a community development or nonprofit setting.
- Computer proficiency, including Microsoft Office, Outlook, Apricot, Tripleseat (event and space booking management), and housing/property management software (e.g., Yardi, RealPage, AppFolio), with the ability to maintain accurate operational, compliance, and asset documentation records.
- Advanced writing and oral communication ability, including strong interpersonal skills to effectively communicate with diverse audiences.

ALL APPLICATIONS SHOULD INCLUDE:

- Resume
- Three (3) References of professional or volunteer origin

To apply or for more information, please email hr@wccda.org with the subject line: 'Place Development Operations & Asset Coordinator'.

A Washington State Background Check may be required as a condition of employment.

Physical Requirements & Working Conditions:

- Ability to safely move, lift, and assemble up to 25 lbs. of general equipment with frequency.
- Frequent standing and walking through job locations.
- Consistent time sitting in a computer environment.
- Ability to read and write English.
- Work is often performed in an office environment but will feature frequent onsite coordination with partnered communities and customers.
- Reliable mode of transportation will be necessary.
- Some evening and weekend event attendance will be required.
- Reasonable accommodation may be made to perform essential functions of the job.

Commitment To Equity:

The White Center Community Development Association prohibits discrimination based on race, religion, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, or sexual orientation in its programs and activities or in employment and application for employment as protected under state or federal law. We are an equal opportunity employer committed to building a diverse and inclusive team.