

RELOCATION COORDINATOR **(Seattle, WA)**

Who We Are:

Redwood Housing is a mission driven impact development and investment organization that has sponsored over \$2 billion of development and investment activities with a particular focus on generating maximum impact by preserving and rehabilitating affordable senior, family and historically significant housing communities.

What We're Seeking:

We are seeking a Relocation Coordinator to join our rapidly growing team. The ideal candidate will have recent experience managing the tenant relocation process for multifamily housing communities, including plan and budget development, tenant and hotel coordination, and compliance. This individual must be able to function effectively in a dynamic environment with little supervision and be passionate about joining a fast-paced, mission-driven organization. The Relocation Coordinator will report to the Director of Development.

What You'll Do:

- Assist with the preparation of relocation plans, relocation agreements, unit-by-unit phasing plans, budgets, and schedules.
- Research for and engage vendors for relocation services, e.g., moving companies, cleaners, transportation services, and storage services.
- Plan and lead periodic meetings to keep the tenants informed about the timing, requirements, and conditions of relocation.
- Coordinate with property management team to prepare, serve and maintain proof of service records for all relocation-related correspondence, handouts, notices, and related information to tenants.
- Schedule and facilitate moves with relocating tenants, moving company, construction teams, and property management staff.
- Track relocation progress and provide regular updates to stakeholders; escalate issues as necessary.
- Track invoices and ensure accurate billing and timely payments. Record/reconcile expenses and maintain relocation budget.
- Visit communities and properties as needed.

What You'll Bring:

- Bachelor's degree preferred.
- 2+ years of experience coordinating multifamily tenant relocations, preferably in affordable housing.
- Familiarity with HUD relocation guidelines, including the Uniform Relocation Assistance and Real Property Acquisition Policies Act).
- Strong emotional intelligence with the ability and willingness to communicate regularly with tenants.
- Excellent judgment, attention to detail, relationship management, and problem-solving

- abilities; demonstrated ability to earn credibility and influence opinion leaders.
- High-energy team player that is a self-starter that can work proactively with limited supervision.
- Exceptional analytical and effective presentation and communication skills, both verbal and written.
- Strong ethics and integrity.
- Availability to work evenings and weekends.
- Reliable transportation for visiting communities.

What We Offer:

- Competitive salary range: \$80,000-\$95,000 DOE.
- Incentive bonuses based on individual and organizational performance.
- Top tier health, dental, and vision benefits.
- Life and disability insurance.
- 401(k) with matching.
- Paid Time Off.