

HR Technician I - Join Our Passionate Team!

Are you looking for an exciting opportunity to make a real impact on housing equity in the heart of Seattle? Do you want to be part of a mission-driven organization that celebrates **diversity, inclusivity, and the power of unique perspectives?** Look no further!

About Us

Welcome to the Seattle Housing Authority (SHA), where we're not just a workplace; we're a community of **change-makers!** SHA is a growing, innovative agency dedicated to advancing housing opportunities for all and creating a supportive, inclusive environment for our 700+ talented employees. Located in vibrant Lower Queen Anne, Seattle, we take pride in being a nationally recognized leader in housing and development.

The Opportunity

Are you ready to embark on an exhilarating HR journey with endless possibilities? We're thrilled to offer a remarkable opportunity for a vibrant HR Technician I who is not just looking for a job, but a chance to thrive and evolve as a key player in our extraordinary team and organization.

Your Mission

In this role, you'll play a pivotal part in shaping the employee experience and fostering a culture of equity and inclusivity. You'll be responsible for full-scope recruitment for half of our agency, partnering with another skilled HR Tech to ensure we bring in the best talent. Your data-driven mindset will come into play as you use analytics to identify process improvements, optimize HR data systems, and streamline HR operations.

Your Superpowers

At SHA, we value your unique strengths and experiences. If you have three years of relevant HR experience, a passion for seeking out the best talent, and knowledge of HRIS, process improvement strategies, and HR policies, you might be the perfect fit! Your ability to establish and maintain cooperative working relationships and exceptional communication skills will be crucial in excelling in this role.

How to Apply

1. Complete the **online NeoGov application** by clicking the **Apply button** in the upper right-hand corner of this posting.
 - a. The **work experience** and **education** sections should be updated with your latest information. **SHA does not accept external attachments** for resumes and cover letters.
 - b. Answer the Agency-Wide questions. Please note that if this is not your first SHA application, you should still **review and update the agency-wide questions**.
 - c. Answer the **supplemental questions**, if applicable.

Why Join Us

Apart from being part of a fantastic mission-driven organization, we offer **competitive pay, holistic benefits, flexible work arrangements, robust learning opportunities, and more!** At SHA, you'll find a workplace that celebrates "everyone" meaning "everyone." We cherish your authenticity and value your perspective.

Embrace Diversity

We are committed to building a diverse, inclusive, and authentic workplace where you can thrive and make a real difference. Your identity and background are essential assets, and we encourage you to bring your true self to SHA!

Minimum Qualifications

- Three years of relevant HR work experience in recruitment, records management, HRIS, HR policies and procedures, or related HR functions.
- One year of post-secondary education with a concentration in a business-related subject; one year of additional relevant work experience may substitute for the education requirement.

Unlock your potential and create positive change in the community. [Apply now](#) and let's make housing equity a reality for all!

[Click here to learn more about the HR Technician I role!](#)