



Position Type Volunteer Consultant Position, Land and Development

Reports to Program Manager

Status Volunteer

Summary Habitat for Humanity of East Jefferson County is seeking a dedicated volunteer(s) to provide pro bono consulting services for our Land and Project Development work. Primary area of focus is permit and development code for increasingly complex projects in both the City of Port Townsend and Jefferson County, WA. Role may include participation in project team meetings and other items, such as long-range planning. If you are process and detail-oriented, have a background as a planner, architect, or attorney, and/or have a passion for the housing codes and regulations that underpin the growth of our community, we encourage you to apply. Your commitment to the Habitat mission, vision, and values is essential.

Responsibilities (one or more)

Planning:

- Develop master permit flow timelines based on City and County regulations for multiple current and future housing project types.
- Work with City and County permit technicians to clarify processes, as needed.
- Identify code challenges to affordable housing development and possible alternative pathways that could be advocated.
- Contribute to planning for potential future developments.

Project Support:

- Develop and/or track specific permit flow timelines for specific projects.
- Participate in periodic project team meetings (virtual or in-person options).
- Other project support, based on experience and interest.

Qualifications 5 years or more prior experience developing and/or researching and implementing land use and housing development permits and projects, or similar. Ability to commit to at least 4 hours a week.

Skills

- Expert ability to research, apply, and communicate land use and development code (housing development-specific experience a plus)
- Ability to work independently and as part of a team
- Proficient in Microsoft Office products
- Excel and/or Smartsheet experience is helpful

- Demonstrated commitment to Habitat for Humanity's values of respect and partnership, as well as to diversity, equity, and inclusion
- Excellent ability to speak, write, read, and understand English
- Your interest in being part of the important work of Habitat for Humanity is a plus, as is your experience with volunteering

Salary/Benefits This is an unpaid volunteer position.

To Apply Interested candidates should submit a resume and cover letter to jobs@habitatejc.org.

A volunteer orientation is required. A background check, including criminal records and sex offender registry, will be conducted and a waiver of liability must be signed prior to volunteer engagement. Position open until filled. Additional trainings or certifications may be required.

Mission Seeking to put God's love into action, Habitat for Humanity of East Jefferson County brings people together to build homes, communities and hope.