



Frolic team with homeowner group for Beacon Hill Co-Op

Associate

[Frolic](#) is looking to hire an entry-level associate to join our team and grow with us as we build affordable, inclusive, housing communities. We are looking for someone who is purpose-oriented, not afraid of administrative tasks, excellent at organization, managing time, doing research, jumping in where needed, and most importantly, kind.

About Frolic

We believe that to create a brighter future for our cities and neighborhoods, development needs to be driven by communities. We spent 2 years doing research at MIT to fix a broken real estate system, and with the help of over a hundred visionaries across the U.S. and Europe, created the Frolic Model.

We partner with homeowners in densifying urban centers to redevelop their land into multi-generational housing communities. Our model brings together innovation in finance with innovation in design. We have designed our model to provide access to homeownership to historically marginalized communities that have generationally rented (with downpayments as low as \$10k), while giving homeowners a way to downsize, add density to their lot, and age-in-place.

We launched in Seattle, WA in 2019. With support from the Chan Zuckerberg Initiative, will be expanding to California in the coming year. We have also recently been selected as a part of the 2022 cohort for the [Housing Lab](#) at the Turner Center for Innovation at Berkeley.

As a small team with a large mission, we believe that we do the best work when each of us as individuals are able to thrive, and can bring our full selves to our work. To grow our team, we are looking for candidates with diverse perspectives, lived experiences, backgrounds, and skill sets. We strongly encourage people who have personally felt the impacts of the nation's housing

crisis to apply. This includes but is not limited to people most impacted by racism, ableism, homophobia, transphobia, xenophobia, classism, and other forms of oppression.

About the role

As a young and growing organization, we are looking for an associate to support our executive team. This ranges from business operations to research to direct project work. Experience with a startup environment is highly advantageous and/or experience creating something that did not previously exist where you played a central role in determining what needed to be done on a daily basis.

You will work in our Seattle office in the heart of the Pine / Pike corridor of Capitol Hill alongside our executive team. This is a non-remote position, though we can make accommodations depending on the specific needs of a candidate. It may also involve travel to the Bay Area and L.A.

Your work may include:

- Conducting research and providing summary memos
- Providing administrative support on business operations and project work
- Drafting memos, public comments, white papers, and advocacy outreach
- Graphic and/or architectural design (for candidates with design experience)
- Financial modeling (for candidates with finance experience)
- Data analysis / GIS (for candidates with relevant experience)
- Designing, maintaining, and updating website
- Storytelling, writing, communication, and social media outreach
- Developing and maintaining knowledge of industry landscape and trends
- Supporting internal practice development and business development activities

The ideal candidate

While this is an entry-level role, you should have an interest in growing with us as we do, and see a future for yourself in this work. We are interested in values-aligned candidates who are self-motivated, highly organized, entrepreneurial, and can take part in defining their role as we grow.

We work with each member of our team to help them dream about their own career, and how best to use their time with us to position themselves for the work they want to lean into. We will strive to balance your workload with work that leverages your existing skill sets and strengths alongside work that allows you to learn new skills and grow.

Key traits that are most important in this role are:

- Values that align with the work we are doing

- The ability to listen, to learn, to be self reflective and communicate your needs
- The desire to grow with us
- Resourcefulness to take on a new task or act without full information available
- Excellent communication skills including writing and creation of new material
- Administrative skills including note taking, scheduling, and tracking deadlines
- Interest in housing, design, finance, community organizing, and/or entrepreneurship

What we Offer

The salary range for this position is \$55,000 to \$70,000. We offer benefits including ownership in the company, robust health coverage, five weeks of vacation, sick leave, and family leave. This is a non-remote position in Seattle, and some travel may be required including to the Bay Area and L.A.

The Application Process

Please fill out this [application form](#). We are reviewing applications on a rolling basis starting on November 1st. We encourage you to submit your application by November 21st. Please revisit our website to ensure this job posting is still open.

We aim to extend a final offer for this role by the end of November. If you have any access needs or accommodations for the interview process, please don't hesitate to email us at team@frolic.community. Requests will have no impact on the selection process.