



Position: Compliance Specialist  
Reports to: Director of Finance  
Hours: Full-time, 40 hours/week  
Classification: Regular, Nonexempt  
Salary Range: \$30.37 - \$33.65  
Role: Onsite

PorchLight serves people from diverse cultures, races, gender identities, sexual orientations, and ages. We value diversity and intentionally work to recruit, hire, and retain staff who reflect the diverse client population we are serving. PorchLight is an equal opportunity/affirmative action employer.

### **ABOUT PORCHLIGHT**

PorchLight is a 501(c)3 nonprofit organization founded in 1993 to provide a warm, safe, and hospitable place for men experiencing homelessness in East King County. Today, thanks to partnerships and support from King County's Eastside community, PorchLight serves more than 1,500 men each year through street outreach, day center services, shelters, permanent subsidized housing, case management, and other life-saving supportive services. PorchLight is a healthy, fiscally stable organization with a dedicated Board and staff committed to advancing its mission.

Our core values are relationship, community, empowerment, dignity, and respect. These values embody the PorchLight mission: to partner with men & the community to create a path from homelessness to stable living.

### **Position Overview:**

The Compliance Specialist will oversee and manage compliance efforts across multiple areas, including food safety, workplace health and safety (OSHA), housing regulations, contract/grant deliverables, and personnel management. The ideal candidate will ensure that our programs, policies, and procedures are aligned with regulatory requirements and best practices, while also developing systems to monitor and enhance compliance across all departments. This role will collaborate closely with managers, directors, and external partners to maintain a culture of compliance and mitigate potential risks.

### **Key Responsibilities:**

#### **Food Safety Compliance**

- Ensure all temperature logs for refrigerators and freezers are updated according to regulatory guidelines.
- Monitor kitchen staff adherence to food safety standards, including proper use of gloves, hair nets, and maintaining served food temperatures.
- Enforce food safety, allergen awareness, and food recall procedures.
- Work with the Facilities Manager to ensure structured equipment maintenance plans are followed.
- Conduct regular inspections of kitchen facilities, machinery, equipment, and systems to ensure sanitary conditions, maintenance, and overall quality.

#### **OSHA Compliance**

- Ensure compliance with OSHA standards, including access to personal protective equipment (PPE) and eyewash stations.



- Ensure eyewash station testing is logged and monitored.
- Review OSHA standards against current policies and training records for alignment.

### **Contract and Grant Deliverables**

- Familiarize with all contract and grant deliverables, ensuring they are met.
- Collaborate with the Data Impact Specialist to track performance against deliverables and ensure mid-course corrections are implemented as needed.

### **Overtime and Payroll Compliance**

- Oversee the pre-approval process for overtime, ensuring compliance across all programs.
- Monitor payroll for accuracy and adherence to clock-in clock-out and overtime policies.

### **Vehicle Use and Maintenance Compliance**

- Review vehicle logs and maintenance records to ensure policies are being followed.
- Monitor gasoline charges for alignment with vehicle usage and mileage.

### **Safety Compliance**

- Review Safety Committee meeting minutes to ensure identified risks are addressed and mitigated.
- Conduct regular safety audits to support compliance with safety standards.

### **Housing and Tenant Compliance**

- Monitor Property Management operations to ensure compliance with internal policies and housing regulations.
- Conduct audits of tenant files and records to ensure compliance with federal and state housing regulations.
- Oversee the annual recertification process and ensure income and program eligibility reviews are timely and accurate.
- Ensure compliance with Reasonable Accommodations and accessibility issues.

### **HR Compliance**

- Ensure that all personal files are in compliance with federal, state, and local laws, including the proper documentation and retention of employee records (background checks, I-9 forms, and other HR compliance documentation are properly completed and maintained.)
- Ensure that mandatory training (e.g., sexual harassment, workplace safety, and other compliance-related topics) is being conducted on time and in accordance with regulations.
- Monitor compliance with employment laws and organizational policies regarding employee classifications, wage and hour laws, benefits, and workplace safety.
- Develop and implement policies and procedures that ensure organizational compliance.

### **Training and Education**

- Develop and deliver compliance training across departments.

### **Reporting and Auditing**

- Prepare and present periodic reports on compliance activities, audits, and performance against policies.
- Maintain accurate records of compliance activities, including audits, training, and corrective actions taken.



### **Risk Management and Continuous Improvement**

- Collaborate with other departments to assess risks and implement mitigation strategies.
- Identify areas for improvement in compliance practices and develop strategies to address them.
- Other duties as assigned.

### **Qualifications/Skills:**

- Education: Bachelor's degree in Business Administration, Public Administration, Legal Studies, or a related field.
- At least 3 years of experience in compliance, regulatory affairs, or risk management, preferably in the nonprofit.
- Strong knowledge of food safety regulations, OSHA standards, housing regulations (HUD, HOME, HTF), and personnel compliance laws.
- Three years' experience in contract/grant procurement and/or administrator or equivalent experience required.
- Experience with auditing, compliance training, and report preparation.
- Excellent organizational and analytical skills with attention to detail.
- Strong written and verbal communication skills, including the ability to draft reports and present findings to senior management.
- Ability to work independently, manage multiple priorities, and meet deadlines.
- Familiarity with compliance software, databases, or other tools used for tracking and reporting.

### **Additional Qualifications (Preferred):**

- Certification in compliance (e.g., Certified Compliance & Ethics Professional, or similar).
- Familiarity with nonprofit regulations, housing compliance programs, and government contracts.

### **Ability to commute/relocate:**

- Bellevue, WA 98005: Reliably commute or planning to relocate before starting work (Required)

### **PHYSICAL REQUIREMENTS:**

- Requires the ability to communicate and listen actively.
- Requires ability to use computers, telephones and other office equipment.
- Requires prolonged periods of standing and walking
- May require to be physically able to climb ladders, bend, and crawl into awkward spaces.
- May require to occasional lift up to 45 pounds at a time.

### **CERTIFICATES, LICENSES & REGISTRATIONS:**

- Washington driver's license and insurable driving record are required.

### **SUBMISSION:**

Please submit a summary of qualifications/resume to [careers@Porchlightcares.org](mailto:careers@Porchlightcares.org)