

## **Fair Housing Program Manager**

Northside Community Resources (NCR) has an immediate, full-time employment opportunity for a Fair Housing Program Manager position in its Fair Housing program. The individual will also serve as a program attorney and will supervise the Fair Housing Outreach & Testing Coordinator and interns. Candidate must be self-motivated, have a strong work ethic, be attentive to details and have good people skills. They must be comfortable working in a team environment and have the ability to engage with Chicago's diverse communities, including members of the immigrant/refugee, LGBTQ and other diverse populations who may be seeking NCR's assistance with housing discrimination.

Local, State and Federal Fair Housing laws prohibit housing discrimination based on several factors including, race, ethnic identity, sex, familial status, disability, source of income and other protected categories. The Fair Housing Program Manager (FHPM) will work hand-in-hand with NCR's Housing Director and report to the Executive Director. The candidate will be responsible for managing the program, which includes operating the program, reviewing and implementing sound testing methodology(s), supervising and assisting the Testing Coordinator with conducting outreach, recruiting and training volunteer testers, as well as coordinating housing tests to determine the presence of unlawful housing discrimination. The FHPM will also be responsible for conducting and overseeing fair housing educational workshops and information sessions, distributing outreach materials and preparing program reporting to the agency's management and its grant funder, the US Dept. of Housing and Urban Development (HUD).

### **Job Title : Fair Housing Program Manager**

**In addition to other duties that may be required and as needed to serve NCR's clients, the FHPM will have the following responsibilities:**

The FHPM will work with NCR's Director of Housing, Outreach & Testing Coordinator and other NCR management and staff to help the agency operate its Fair Housing program, conduct fair housing information outreach, education, investigative and enforcement activities based on local (city, county and state) and federal fair housing laws. The position's responsibilities include, but is not limited to, the following:

- managing FH program operations;
- developing investigative strategies and plans;
- researching and analyzing demographic data;
- creating strategies for conducting outreach and education on identifying fair housing practices;
- recruiting and training volunteers, testers, and testing manager(s);
- supervising staff and program volunteers;
- conducting systematic tests in the areas of rental housing and accessibility;
- interviewing victims of housing discrimination;
- potentially litigating fair housing cases in court and/or conduct administrative actions;
- working with community based organizations, other fair housing enforcement agencies, attorneys, law firms, pro bono legal clinics and local, state and federal government agencies;
- reporting to NCR Executive Director, Board of Directors and grant funding agencies;
- carrying out other agency tasks as needed or directed by Executive Director.

The FHPM will also conduct analysis and provide status reports of test completion and results to NCR management and any appropriate local or federal government agencies as required by NCR's Fair Housing grant(s). The FHPM will conduct relevant research and participate in other enforcement and education-related activities in collaboration with members of the enforcement team, units of local government and other collaborating community based agencies in the area. The FHPM will also work with governmental enforcement agencies, private attorneys, law firms and/or other nonprofit/pro bono legal organizations in legal or administrative actions. The FHPM is also expected to be present in the community.

**Job Type:** Full-time.

**Location: Chicago, Illinois**

Program Areas include the following Chicago North side neighborhoods: Rogers Park, West Ridge, Edgewater, Uptown, Albany Park, North Park and Lincoln Square. 25%-50% local travel required.

**Supervisory:** One (1) program staff member (Testing Coordinator) and Volunteers

**Immediate Supervisor:** NCR's Executive Director

**Qualifications and Experience Requirements:**

**Law degree with current licensure from the State of Illinois** and at least one (1) year of successful experience in fair housing investigation and enforcement work required. Applicants must also be in good standing with the Illinois State Bar Association and the Attorney Registration and Disciplinary Commission. Candidates with other housing work backgrounds may be considered, if they can demonstrate a high level of competency in fair housing, civil rights advocacy and investigative experience.

Candidates with a commitment to fair housing, civil rights and social justice, along with an ability and willingness to work with diverse populations preferred. Experience in conducting outreach, education and testing involving complex scenarios and relevant legal experience and/or ability to conduct investigations and enforcement of fair housing is preferred. Candidates must have excellent written and verbal communication skills, with attention to detail. Candidates must be proficient with Microsoft Office products and have an intermediate or above average level skills in using Internet based programs/systems. Ability to conduct research, comprehend and utilize census and think-tank data is a plus. Supervisory and public speaking experience is a plus.

**Language skills preferred (but not required):** English and bi-lingual in Spanish, South Asian or African language

**Salary :** Commensurate with experience. Position includes health benefits (A relocation stipend is not available for this position.).

**Any special requirements for applicants:** Certification in Fair Housing training may be required. *A valid driver's License and passing a criminal background check is required for this position.*

**Interested parties can apply for this position by:** Submitting a resume and three (3) past/current job related references to: Mr. Chris Zala, Executive Director by Email: [chris@northsidecr.org](mailto:chris@northsidecr.org)

**Other Information:**

This position is funded by the U.S. Department of Housing and Urban Development (HUD) Fair Housing grant. This position is contingent upon renewal of the grant for 18-month terms.

*Employment with NCR is at-will, and thus the relationship may be terminated at any time by the employee or employer with or without cause with or without prior notice.*

***NCR is dedicated to promoting equal opportunity employment. NCR is committed to providing reasonable accommodations to applicants with physical and/or mental disabilities. We value and encourage diversity and solicit applications from all qualified applicants without regard to race, color, gender, sex, age, religion, creed, national origin, ancestry, citizenship, marital status, sexual orientation, physical or mental disability, medical condition, military and veteran status, gender identity or expression, genetic information, or any other characteristic protected by federal, state, or local law. If you are interested in applying for employment with NCR and need special assistance or an accommodation to apply for a position or engage in any testing or the interview process, please email [chris@northsidecr.org](mailto:chris@northsidecr.org) with your request. Determinations on requests for reasonable accommodation are made on a case-by-case basis.***