

FAIR HOUSING TESTING AND OUTREACH COORDINATOR

Northside Community Resources (NCR) has an immediate full-time employment opportunity for a Fair Housing Testing and Outreach Coordinator in its Fair Housing program. Candidate must be self-motivated, have a strong work ethic, be attentive to details and have good people skills. The Coordinator 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, LGBT 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 factors including, race, national origin, sex, familial status, religion, disability, and source of income/Housing Choice Voucher Status, among other protected classes. The Fair Housing Testing and Outreach (FHTO) Coordinator will work under the supervision of the Fair Housing Program Director and be responsible for conducting outreach, recruiting and training testers, as well as coordinating complaint-based and systemic housing tests to determine the presence of unlawful housing discrimination. The FHTO Coordinator will also be responsible for organizing and conducting fair housing educational workshops, info sessions and distributing outreach materials.

Job title: Fair Housing Testing and Outreach Coordinator:

Responsibilities Include:

- Coordinating NCR's Fair Housing Testing Program.
- Conducting outreach and marketing FH materials via community networking, canvassing, flyer drops, press releases, and social media (NCR website, Facebook, etc...).
- Attending/conducting community workshops, FH presentations and distributing FH program materials to create awareness of fair housing rights and NCR's FH services.
- Receiving and processing incoming calls, emails and walk-in clients who may be encountering housing discrimination and requiring assistance to combat it.
- Screening potential clients for program eligibility and conducting client intakes.
- Evaluating client intakes and providing resource/legal referrals as appropriate.
- Gathering information and following up with potential clients as needed for investigation and evaluation.
- Developing a working knowledge of mapping software and other methods to identify sites for systemic fair housing testing and investigations.
- Recruiting and maintaining a varied corp of fair housing testers from the surrounding area.
- Planning and conducting tester training sessions, as needed.
- Conducting fair housing tests by assigning appropriate, qualified trained testers.
- Designing and coordinating tests using approved methodology, debriefing testers, evaluating test data and reporting test results to FH Director.
- Monitoring fair housing compliance in the community and surrounding area. Help monitor compliance with FH settlement agreements.
- Maintaining program data and assisting FH Director with reporting of program activities to HUD.
- Assisting with investigations of violations, mediation/resolution of FHA violations, litigation, and other programmatic duties as required.
- Other duties as assigned by Housing Director or Executive Director.

Job Type: Full-time with benefits

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% Travel required.

Supervisory: Testers and Volunteers

Immediate Supervisor: Fair Housing Program Director

Qualifications & Experience Requirements:

A bachelor's degree with a minimum of two (2) years of fair housing or equivalent other housing related experience is required. Applicants with significant housing related experience may be considered, if they can demonstrate a high level of competency in fair housing, civil rights advocacy and investigative knowledge. Candidates must have a high degree of computer literacy, including working knowledge of Microsoft Office programs, social networking and social media platforms. Candidates must have strong oral and written communication skills with an attention for detail and an ability to work independently as well as in a team environment. Experience in case management, with an ability to comprehend complex legal and sensitive issues related to housing discrimination is preferred. Successful applicants will have a demonstrated commitment to civil rights, social justice and housing-related issues. Applicants should be comfortable with public speaking and have the ability to work effectively and respectfully with individuals from diverse backgrounds.

Language Skills Preferred:

Applicants who are bilingual (in Spanish) and familiar with the diverse communities which make up the North Side of Chicago will be a plus.

Salary Range: \$45k - \$50k per year with health insurance benefits. Commensurate with experience. Relocation stipend is not available for this position.

Any special requirements for applicants: *Passing a criminal background check is a requirement. Valid driver's license may be required.*

Interested parties can apply for this position by: Submitting a resume and three (3) professional references to: Ms. Betsy Shuman-Moore, Fair Housing Director via email at: betsy@northsidecr.org

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 with your request. Determinations on requests for reasonable accommodation are made on a case-by-case basis.