

FAIR HOUSING LEGAL ASSISTANT

Northside Community Resources' mission is to build and strengthen communities among the diverse populations of Chicago's North Side. NCR has an immediate part-time employment opportunity (up to 20hrs/wk) for a Fair Housing Legal Assistant in its Fair Housing Program. Successful candidate must be self-motivated, have a strong work ethic, be a good communicator, be attentive to details and have good people skills. The Legal Assistant must be comfortable working as a team member and have the ability to engage with Chicago's diverse communities, including members of the immigrant/refugee, LGBT and others who NCR may be assisting with housing discrimination matters.

Local, State and Federal fair housing laws prohibit housing discrimination based on race, national origin, familial status, sex, sexual orientation, religion, disability, and source of income/Housing Choice Voucher status, among other protected classes. The NCR Fair Housing Program Legal Assistant, under the supervision of the Attorney and Program Director, will work on legal enforcement of housing discrimination alleged in intakes, prepare complaints to be filed, and assist in the litigation of cases at human rights enforcement agencies and in court, including pro bono attorney recruitment, investigation, documentation, discovery, conciliation, trial, and monitoring compliance with settlement agreements. The Legal Assistant will record and report activities for the government funder and assist with other Fair Housing Program activities if time permits.

Job title: Fair Housing Legal Assistant

Responsibilities Include:

- Researching and compiling information to determine if there is evidence that supports discrimination allegations
- Preparing legal documents such as complaints, responses, and settlement agreements
- Assisting with pro bono attorney recruitment
- Building and maintaining case files, including case and enforcement logs
- Maintaining communication between clients, attorneys, FHP staff, and others
- Assisting with negotiation to resolve complaints and requests for reasonable accommodation
- Coordinating appointments, including correspondence and logistics
- Readying materials for trials and hearings including documents and witnesses, and supporting attorneys during proceedings
- Monitoring compliance with settlement agreements
- Recording and reporting case activities for HUD, the government funder
- Providing general administrative support for NCR's FH Program
- Assisting with other Fair Housing Program activities, and other duties as assigned by FH Program Director or Executive Director, time permitting

Job Type: Part-time w/ benefits, up to 20 hours/week

Location: Chicago, Illinois

The Fair Housing Program is based in Rogers Park and serves the North Side of Chicago. 20-25% Travel may be required after the Covid-19 pandemic has subsided. Immediate Supervisor: Fair Housing Program Director and FH Testing Coordinator in the absence of the Director.

Qualifications & Experience Requirements:

A Bachelor's degree in legal, housing, or social justice-related field or ABA accredited paralegal certificate and/or strong relevant housing, legal, or civil rights related advocacy work required. Minimum of 3 years relevant experience required. Working knowledge of legal systems and concepts strongly preferred.

Candidates must have a high degree of computer literacy, including working knowledge of Microsoft Office programs. Candidates must have strong oral and written communication skills and be able to work independently as well as in a team environment. They must be detail-oriented and demonstrate initiative. Experience in case management, with an ability to comprehend complex legal and sensitive issues related to housing discrimination is preferred. The successful applicant will have a demonstrated commitment to civil rights, social justice and housing-related work. The applicant should be able to work effectively and respectfully with individuals from diverse backgrounds. Ability to speak Spanish and familiarity with the diverse communities that make up the North Side of Chicago are pluses.

Salary ranges from \$2000 to \$2566/month commensurate with experience. Health benefits. Relocation stipend is not available for this position.

COVID-19 considerations: Northside follows recommended protocols in its interview and employment processes. During the pandemic, this and all staff members are required to work a combination of remote and onsite, under the agency's staggered onsite staffing schedule.

Special requirements for applicants: *Passing a criminal background check is a requirement.*

Interested parties can apply for this position by submitting a required cover letter stating briefly how they meet the requirements stated above and a resume to: fairhousing@northsidecr.org No calls, please.

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