

FAIR HOUSING EDUCATION AND OUTREACH COORDINATOR

Northside Community Resources (NCR) has an immediate full-time employment opportunity for a Fair Housing Education and Outreach Coordinator (FHEOC) in its Fair Housing program. The candidate must be self-motivated, have a strong work ethic, be attentive to details, be a team player and have good people skills. The candidate must also have bi-lingual language skills (English-Spanish), be comfortable with public-speaking and have the ability to engage with Chicago's diverse communities, including members from all racial and ethnic backgrounds, immigrant/refugee, LGBTQ and other diverse populations who may need NCR's assistance with housing discrimination on the entire north side of Chicago.

Federal, state, and local 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 Education and Outreach Coordinator (FHEOC) will work under the supervision of the Fair Housing Education and Outreach Manager and/or with the FH Program Director in the Manager's absence/direction and be responsible for planning and conducting outreach, educational training, workshops, relationship building, and carrying out the marketing of NCR's Fair Housing programs and services. The FHEOC will also be responsible for educating staff of community-based, faith-based, social service, and health organizations, and constituent services staff of elected officials, landlords, tenants, lenders, insurers, real estate agents, and other community members in order to help people understand and report suspected housing discrimination to NCR's Fair Housing Initiative Program.

Job title: Fair Housing Education and Outreach Coordinator (FHEOC)

Responsibilities include:

- Coordinating NCR's Fair Housing Education & Outreach Program in collaboration with the Fair Housing Initiative Program (FHIP) team.
- Creating new training materials including handouts and PowerPoint presentations, to add to and improve existing NCR fair housing educational materials.
- Arranging for translation of NCR fair housing materials into languages in addition to its current set and arranging for interpreters to be at speaking events as needed.
- Conducting outreach and marketing FH materials via community networking, canvassing, flyer drops, press releases, and social media (NCR website, Facebook, etc...).
- Conducting community workshops, FH presentations and distributing FH program materials to create awareness of fair housing rights and NCR's FH services.
- Maintaining program data and assisting FH Program Director with reporting of program activities to HUD.
- Receiving and processing incoming calls, emails and walk-in clients, who may be encountering housing discrimination and requiring assistance to combat it, as needed.
- Screening potential clients for program eligibility and conducting client intake/referrals as needed.
- Evaluating client intakes and providing resource and legal referrals as appropriate as needed.

- Gathering information and following up with potential clients for evaluation, investigations and resources referrals, as needed.
- Other duties as assigned by FH Program Manager, Director, or Executive Director.

Job Type: Full-time with benefits

Location: Chicago, Illinois

The program serves all North side Chicago neighborhoods. 25%-50% travel will be required. Candidates with valid driver's license, insurance and reliable vehicle transportation is a plus.

Supervisory: Volunteers as needed or directed

Immediate Supervisor: Fair Housing Education & Outreach Manager and/or FH Program Director (in the manager's absence)

Qualifications & Experience Requirements:

A bachelor's degree with a minimum of one (1) year of fair housing or other equivalent 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, good organizational skills, and an ability to work independently as well as in a team environment.

Experience in investigative processes, with an ability to comprehend complex legal and sensitive civil rights issues related to housing discrimination is preferred. Successful applicants will have a demonstrated commitment to civil rights, social justice and housing-related issues. Applicants must have strong bilingual language skills in Spanish/English, be comfortable with public speaking, and have the ability to work effectively and respectfully with individuals from diverse backgrounds.

Language Skills Required: Language fluency in Spanish is required and candidates with experience and familiarity in working with the diverse communities that make up the North side of Chicago will be preferred.

Salary Range: \$46k/yr - \$50k/yr plus 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 brief **cover letter** outlining their qualifications for the position to NCR's Fair Housing Program Director via email at: 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 chris@northsidecr.org with your request. Determinations on requests for reasonable accommodation are made on a case-by-case basis.