

FAIR HOUSING STAFF ATTORNEY

Northside Community Resources' mission is to build and strengthen communities among the diverse populations of Chicago's North Side. NCR has an immediate full-time employment opportunity for a Fair Housing Staff Attorney in its Fair Housing Program. The 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 Staff Attorney must be a good 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.

Federal, state, and local 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 Staff Attorney, under the supervision of the Attorney and Program Director, will work on evaluation and 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 Staff Attorney will record and report activities for the Board of Directors and funders and assist with other Fair Housing Program activities if time permits.

Job title: Fair Housing

Responsibilities Include:

- Researching and compiling information to determine if there is evidence that supports discrimination allegations
- Conducting legal and other research for intakes, cases, and projects
- Preparing legal documents such as complaints, responses, and settlement agreements
- Recruiting pro bono attorneys
- 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 accommodations
- Ready materials for hearings and trials including documents and witnesses, and representing clients during proceedings
- Monitoring compliance with settlement agreements
- Recording and reporting case activities for project funders
- Assisting with other Fair Housing Program activities, and other duties as assigned by FH Program Director or Executive Director, time permitting

Job Type: Full time w/ benefits, 40 hours/week

Location: Chicago, Illinois

The program serves the North side of Chicago. 20%-25% travel may be required. Northside currently follows a hybrid schedule, with staff working in the office and remotely each week.

Immediate Supervisor: Fair Housing Program Director.

Qualifications & Experience Requirements:

Law degree from an accredited university and active Illinois law license. Bachelor's degree in a social justice-related field, and/or strong relevant housing, fair housing, or civil rights related advocacy experience 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. 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/or housing-related work. The applicant should be able to work effectively and respectfully with individuals from diverse backgrounds. Ability to speak Spanish or a second language and familiarity with the diverse communities of the North Side of Chicago are pluses.

Salary ranges from \$65k/yr - \$70k/yr plus benefits, commensurate with experience. Relocation stipend is not available.

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

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 or hard copy applications, 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.