



257 Union Street  
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## **Job Announcement: Fair Housing Testing Coordinator**

**SouthCoast Fair Housing** is a non-profit organization dedicated to eliminating housing discrimination, promoting open and diverse communities, and ensuring equal access to affordable housing opportunities for all people in Rhode Island and southeastern Massachusetts. SCFH's activities include education, advocacy, and enforcement of fair housing laws.

**Position Description:** Testing is a method of measuring and documenting differences in treatment experienced by home-seekers. The Testing Coordinator is primarily responsible for administering the agency's testing program as well as advocating for home seekers who have experienced housing discrimination. The Testing Coordinator's primary duty is planning, coordinating and evaluating fair housing testing investigations and maintaining all documentation relating to complaint allegations and investigations.

**Salary and Benefits:** Full-time position, 35 hours per week. Competitive non-profit salary, depending on experience. This is a grant-funded position with benefits package. Position open until filled.

**Expected Start Date:** to be determined

**Responsibilities:** The responsibilities of the Testing Coordinator include but are not limited to:

Tester Recruitment, Training and Management:

- Conduct community outreach and related strategies to provide information about fair housing rights, gain support for the project and recruit fair housing testers
- Organize and conduct tester trainings utilizing approved methodologies for testing for possible housing discrimination
- Coordinate tester schedules to ensure availability to complete assignments
- Develop and implement initiatives that engage and otherwise encourage tester retention
- Recruit and maintain a diverse pool of fair housing testers

### Test Coordination:

- Investigate individual and systemic cases of housing discrimination and coordinate systemic, audit, and complaint-based tests
- Coordinate fair housing tests by assigning appropriate, qualified and trained testers, designing the tests using approved methodology, debriefing the testers, maintaining and evaluating test data, and reporting test results
- Maintain detailed case records; prepare and present accurate and reliable summaries of findings, recommendations and relevant statistical data
- Work with legal staff to enhance responses to discrimination complaints
- Develop a working knowledge of mapping software and other methods to identify sites for systemic fair housing investigations

### **Additional Responsibilities:**

- Create and update tester training and reporting materials as necessary
- Conduct intake of suspected cases of housing discrimination; advise clients on housing rights and make appropriate referrals
- Research property owners, tax records, corporate ownership, and other related items as necessary to complete an investigation for enforcement proceedings
- Provide testimony, if needed, at deposition or at trial regarding all aspects of the testing investigation
- Identify emerging issues and develop programs to appropriately address them
- Keep informed of developments in federal, state (Massachusetts and Rhode Island), and local laws, regulations, guidelines, and court cases
- Share in organization's development and administrative tasks and events as needed
- Maintain data systems, meticulous records of activities, and prepare periodic activity reports for funders
- Assist with document preparation in legal proceedings as required
- Attend appropriate training for fair housing/other skills development
- Attend community meetings to recruit potential fair housing testers and network with other community groups for referrals and testers
- Conduct community-based education and outreach activities for target geographic areas or constituencies, as needed
- Other projects as determined by the Assistant Director or the Executive Director

## Qualifications:

- Passionate commitment to fair housing and civil rights; ability to engage in constructive approaches to persistent problems of discrimination and segregation
- Ability to strategize, plan and implement programmatic initiatives
- Outstanding project management skills; ability to set priorities, manage multiple tasks, and meet deadlines
- Ability to work independently and to support team efforts
- Commitment to going above and beyond to meet all contractual deadlines
- Experience in working effectively and respectfully with individuals from diverse backgrounds; skill in dealing with confidential and sensitive issues
- Excellent verbal and written communication skills; effectiveness with facilitation and training for varied audiences
- Excellent interpersonal skills and the ability to exhibit consistent patience, tact, and professional composure
- Ability to operate a personal computer and conduct research via the Internet; proficiency with a variety of software programs, including Microsoft Office
- Bachelor's Degree preferred
- Experience in conducting investigations, volunteer coordination, or housing or legal advocacy preferred. Fair housing testing experience highly desirable
- Bilingual English/Spanish or English/Portuguese preferred, but not required
- Attorneys may apply but the position does not require a law degree or license
- Familiarity with the communities in and around Rhode Island and southeastern Massachusetts preferred, but not required

This position will require non-traditional work hours for training sessions, agency related meetings, contact with fair housing testers (i.e. evenings and weekends) and attending occasional overnight conferences throughout the United States. Must have a valid license, reliable transportation and be willing to travel within SCFH's service area for tester recruitment, training sessions, testing site decisions, tester debriefing and other enforcement activities. Must be able to work out of SCFH's office locations in New Bedford, MA and Pawtucket, Rhode Island.

**To Apply:** Please send cover letter explaining your interest and experience and salary requirements, resume, and a list of three references to [kristina@southcoastfairhousing.org](mailto:kristina@southcoastfairhousing.org). Criminal background check will be required.

*SCFH is an equal opportunity employer, committed to promoting diversity in the workplace.*