



257 Union Street
New Bedford, MA 02740
Southcoastfairhousing.org
(774) 473-8333

Job Announcement: Staff Attorney

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: The Staff Attorney is primarily responsible for representing the agency and/or clients in administrative and judicial enforcement proceedings, providing limited scope legal counseling of clients, and overseeing fair housing investigations. The Staff Attorney will also provide information and referral services to callers with landlord/tenant and housing discrimination questions.

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: April 30, 2018

Responsibilities: The responsibilities of the Staff Attorney include but are not limited to:

- Preparing and filing administrative and judicial complaints of discrimination; advocating on behalf of the agency and/or clients in the court of the proceedings, including participating in mediation, and presenting and organizing evidence for administrative investigations.
- Providing limited scope representation in the form of counseling and advice to clients
- Analyze facts divulged by clients to identify legal issues presented and make appropriate referrals
- Where necessary, conduct site visits to properties being investigated and collect documents.
- Manage grant deliverables and reporting requirements as required.
- Maintain accurate and complete case management database records and information and referral records of all cases an calls

- Provide community outreach and education on fair housing issues, such as preparing written materials and powerpoint presentations, as needed.
- Assist local funding jurisdiction in fulfilling their obligations to affirmatively further fair housing
- Work cooperatively with other SCFH staff, including other attorney(s) to achieve agency objectives
- Performing other work as assigned, including working on grant proposals, planning educational events, attending and presenting at community meetings, drafting letters, and representing agency interests.
- 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, court cases and research
- Conduct community-based education and outreach activities for target geographic areas or constituencies, as defined by annual goals
- Share in organization's development and administrative tasks
- Other projects as determined by the Assistant Director or the Executive Director
- 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

Qualifications:

- Licensed attorney. Must be licensed or able to be licensed in both Massachusetts and Rhode Island.
- Experience in fair housing or civil rights, non-profit work, consumer advocacy, or landlord/tenant issues is highly preferred.
- Experience working in non-profit or civil rights environment highly valued, or a demonstration of a genuine interest in working in such an environment
- 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
- Commitment to going above and beyond to meet all contractual deadlines

- Outstanding project management skills; ability to set priorities, manage multiple tasks, and meet deadlines
- Thorough case preparation and record-keeping for reporting to government or other entities
- Creative problem-solving skills, flexibility, initiative and strong desire to help people
- Ability to manage an active case load and short timelines efficiently and effectively; strong organization skills are essential to this work;
- Highly motivated, and capable of working in a busy and occasionally stressful environment;
- Organized, and able to maintain accurate records with attention to detail
- Ability to operate a personal computer, conduct research via the Internet, proficiency with a variety of software programs, including Microsoft Office
- 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
- Excellent interpersonal skills and the ability to exhibit consistent patience, tact, and professional composure
- Ability to represent SCFH in a professional manner
- Ability to work independently and to support team efforts
- Bilingual English/Spanish or English/Portuguese preferred, but not required
- 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 outreach events, agency-related meetings, 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, and elsewhere in Massachusetts. Must be able to work out of SCFH's 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. Criminal background check will be required.

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

SCFH is a drug-free workplace.