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## **Job Announcement: Fair Housing Specialist**

**SouthCoast Fair Housing**, a non-profit fair housing organization, provides fair housing education, outreach, advocacy, and enforcement services to eliminate housing discrimination and ensure equal access to housing in Rhode Island and southeastern Massachusetts.

**Position Description:** The Fair Housing Specialist is primarily responsible for performing intakes with clients; advocating for clients; assisting the Testing Coordinator and Staff Attorneys with investigations, and legal work; and performing community outreach and education.

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

**Expected Start Date:** September 16, 2019

**Responsibilities:** The responsibilities of the Fair Housing Specialist include but are not limited to:

- Interview potential complainants and obtain factual, accurate, and complete information concerning alleged fair housing violations
- Provide counseling and advice to individuals about their fair housing rights and make referrals to appropriate agencies
- Advocate for people with disabilities to assist them in obtaining reasonable accommodations and/or modifications in housing, including drafting requests
- Research property owners, tax records, corporate ownership, and other related items as necessary to complete an investigation for enforcement proceedings
- Assist with document preparation for legal proceedings
- Provide sworn statements and testimony in depositions, trial, or other legal proceedings
- Keep informed of developments in federal, state (Massachusetts and Rhode Island), and local laws, regulations, guidelines, court cases and research
- When necessary, participate as a fair housing tester, conduct site visits to properties being investigated, and meet with clients off-site
- Maintain accurate and complete case management database records and information and referral records of all cases and calls
- Assist with SCFH's website and social media accounts
- Manage SCFH's mailing list and referral and contact list

- Assist in maintaining relationships with other agencies
- Provide community outreach and education on fair housing issues, such as preparing written materials and powerpoint presentations
- Organize and conduct community-based education and outreach activities for target geographic areas or constituencies
- Manage grant deliverables and reporting requirements as required.
- Maintain data systems, meticulous records of activities, and assist in preparing periodic activity reports for funders
- Work cooperatively with and assist other SCFH staff to achieve agency objectives
- Share in organization's development and administrative tasks
- Attend appropriate training for fair housing/other skills development

### **Qualifications:**

- 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
- 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 conduct research via the Internet; mastery of a variety of software programs, including Microsoft Office
- Social media and website posting experience a plus
- 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
- Attention to detail
- Ability to work independently and to support team efforts
- Two- or four-year college degree preferred

- 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 and able 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, RI. SCFH does not provide legal services in Rhode Island.

**To Apply:** Please send cover letter explaining your interest (including whether you would prefer a part-time or full-time position), 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. SCFH is a drug-free workplace.*