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SouthCoast
Fair Housing

257 Union Street
New Bedford, MA 02740
Phone: (774) 473-9994

Job Announcement: Staff Attorney

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 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. Position open until filled.

Expected Start Date: September 16, 2019

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

- Prepare and file administrative and judicial complaints of discrimination; advocate on behalf of the agency and/or clients in the court of the proceedings, including participate in mediation, and present and organize evidence for administrative investigations
- Provide 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 and calls
- Provide community outreach and education on fair housing issues, such as preparing written materials and powerpoint presentations, as needed
- Assist local funding jurisdictions in fulfilling their obligations to affirmatively further fair housing
- Work cooperatively with other SCFH staff, including other attorney(s) to achieve agency objectives
- 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
- Maintain data systems, meticulous records of activities, and prepare periodic activity reports
- Assist with document preparation in legal proceedings as required.
- Attend appropriate training for fair housing/other skills development
- Perform other work as assigned, including work on grant proposals, plan educational events, prepare reports, draft letters, and represent agency interests.

Qualifications:

- Licensed attorney. Must be licensed or able to be waived in to 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. SCFH does not provide legal services in 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.