

1005 Main Street, Suite 1210
Pawtucket, RI 02860
(401) 285-2550



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

Job Announcement:

Communications and Outreach Coordinator

SouthCoast Fair Housing (SCFH), 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: SCFH seeks a passionate, driven individual to develop and implement a strategic communications plan while coordinating SCFH community outreach efforts. The Communications and Outreach Coordinator will conduct regular outreach to provide information about fair housing rights, recruit fair housing testers, and grow SCFH's network. The ideal candidate will have a commitment to civil rights, including racial justice in housing.

Salary and Benefits: \$38,220- \$41,860 for a 35-hour work week. Benefits include medical and dental insurance and flexible scheduling. This is a grant-funded position.

Expected Start Date: October 5, 2020

Responsibilities: The responsibilities of the Communications and Outreach Coordinator include but are not limited to the following:

- Manage external SCFH communications through maintaining and growing email listserv and drafting quarterly newsletters and announcement disbursements. Update, edit, and manage SCFH website and social media accounts. Coordinate with media/press as needed. Maintain and develop SCFH fair housing brochures and other outreach materials.
- Maintain and grow SCFH's community outreach scope through attending community meetings and other public events, hosting outreach events, and staffing partners' outreach events in order to further our fair housing mission. Recruit fair housing testers and other volunteers through events.
- Coordinate community education projects and promote fair housing training opportunities through various marketing techniques including, but not limited to traditional media, social media, email listserv, and the SCFH newsletter.
- Conduct presentations, webinars, and trainings for tenants, housing consumers, social service agencies, housing providers, and the general public.
- Ensure compliance with all grant requirements, including quarterly reporting for outreach, educations, and communications tasks, as well as maintaining internal databases of activity.

*Working to eradicate housing discrimination and help build inclusive communities
through education, outreach, advocacy, and enforcement.*

southcoastfairhousing.org

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Qualifications:

- Experience in communications, community outreach, journalism, or other marketing work is preferred
- Experience working in coalition with other stakeholders or organizations
- Experience in fair housing or civil rights work, non-profit work, or other housing advocacy work is highly preferred
- Experience working in a non-profit environment or a demonstration of a genuine interest in working in such an environment highly valued
- Passionate commitment to fair housing and civil rights, including racial justice, gender equity, LGBTQIA+ rights, and disability rights
- Comfort engaging in and leading conversations about race, racism and racial justice with a range of audiences
- Comfort with learning about legal issues and processes
- Outstanding project management skills; ability to set priorities, manage multiple tasks, and meet deadlines
- Highly motivated, and capable of working in a busy and occasionally stressful environment
- Ability to operate a personal computer, proficiency with a variety of software programs, including Microsoft Office, and fluency with social media platforms like Facebook, Twitter, Instagram, etc, and WordPress.
- Experience in working effectively and respectfully with individuals from diverse backgrounds
- Ability to represent SCFH in a professional manner, including comfort with public speaking
- Ability to work independently and to support team efforts
- Bachelor's Degree in Communications, Marketing, Political Science, Social Work, Community Development, Women's/Gender Studies, African-American Studies, Ethnic Studies, or a related field welcomed
- 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 driver's 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, RI.

Currently, SCFH staff are working remotely with equipment supplied by SCFH, and outreach and training events are being held virtually. As the public health crisis improves, we will expect all staff to

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work in the office and engage in in-person outreach work. Accommodation requests will be considered.

To Apply: Please send a cover letter explaining your interest and experience, resume, and a list of three references to Kristina da Fonseca, Executive Director at kristina@southcoastfairhousing.org. Provision of a writing sample is encouraged. References will not be contacted without speaking to you first. Criminal background check will be required.

SCFH is an equal opportunity employer, committed to promoting diversity in the workplace. Requests for accommodations to participate in the employee selection process or to perform job functions may be emailed to kristina@southcoastfairhousing.org.

SCFH is a drug-free workplace.