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**SouthCoast  
Fair Housing**

257 Union Street  
New Bedford, MA 02740  
(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, and providing limited scope legal counseling of clients, and overseeing fair housing investigations. Providing informational presentations to the public, engaging in community conversations, and performing other outreach activities is also expected to be a core component of this position. The Staff Attorney will work cooperatively with other members of the SCFH team, including other attorneys. The ideal candidate will have a commitment to civil rights, including racial justice in housing.

**Salary and Benefits:** \$47,000-\$51,000 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 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 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
- Conduct presentations, webinars, and trainings for tenants, housing consumers, social service agencies, housing providers, and the general public.
- 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

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

[southcoastfairhousing.org](http://southcoastfairhousing.org)

- 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
- 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 populations, 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
- 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 in Rhode Island. Must be licensed in, eligible to be waived into, or eligible to practice under Rule 3:04 in Massachusetts.
- 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, 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
- Ability to engage in constructive approaches to persistent problems of discrimination and segregation
- 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 Word, Excel, and PowerPoint

- 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, including comfort with public speaking
- 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 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. Rhode Island.

**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](mailto: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](mailto:kristina@southcoastfairhousing.org).

SCFH is a drug-free workplace.