



# Fair Housing Advocates of Northern California

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## **JOB POSTING: Bilingual Housing Counselor and Investigations Coordinator** **(Full-Time exempt position, Spanish required)**

### ORGANIZATION OVERVIEW

Fair Housing Advocates of Northern California (FHANC) is a private non-profit organization. FHANC's mission is to increase diversity in the communities it serves and to maximize housing opportunities for all persons regardless of disability, race, color, religion, national origin, familial status, gender, marital status, sexual orientation, gender identity, age, occupation, ancestry, source of income, immigration status, or other protected class.

### DUTIES AND RESPONSIBILITIES

- Under supervision of the Supervising Attorney, provide direct fair housing counseling services in English and Spanish to tenants and homeowners who have experienced housing discrimination and/or clients with disabilities who require reasonable accommodations by requesting accommodations from housing providers, providing advice to clients, providing advocacy/intervention on behalf of clients, and/or representation of clients in administrative complaints
- In collaboration with other investigative staff, coordinate fair housing investigations to identify potential violations of housing discrimination (fair housing) laws, create testing methodologies for investigations, conduct preliminary analyses of test results
- With other investigative staff, recruit, train, hire, and manage a diverse and highly trained tester pool, overseeing work quality, while maintaining accurate and updated records for tester applicants and trained testers
- Assist in education and outreach efforts, including presenting fair housing trainings for housing providers, social service providers, advocacy organizations, and/or community members; attending community and advocacy organization meetings, municipal/local government hearings and/or housing authority meetings; preparing comments on policy issues on behalf of the organization; and other relevant outreach events as appropriate
- In collaboration with management, implement programs designed to meet various grant goals and compile data for quarterly reports; contribute to drafting new grant proposals

### REQUIRED QUALIFICATIONS

- Commitment to fair housing and civil rights
- Knowledge of federal and state fair housing laws and/or ability to understand legal documents and laws desirable
- Excellent oral communication skills, including public speaking and interpersonal skills *in English and Spanish*
- Excellent written communication skills, Spanish written skills preferred
- Strong analytical and organization skills and ability to manage multiple cases
- Self-motivation and ability to meet project deadlines and maintain accurate records
- Ability to work effectively with a diverse community and with patience, tact and respect when interacting with the public and other staff
- Ability to conduct trainings for fair housing professionals, government agencies, and industry groups
- Ability to represent FHANC effectively in a professional and exceptional manner
- Experience with Microsoft Word, Excel, Salesforce, PowerPoint, and other software desirable

### EQUITY STATEMENT

FHANC is committed to fostering a diverse staff and we seek to fill this position with someone who shares our values, including our organizational commitment to diversity. We recognize that organizations may miss out on strong applicants who screen themselves out of the process because they do not meet every qualification and that disproportionately impacts people from historically marginalized backgrounds. If you find that you meet many of the qualifications in the job description, we encourage you to apply. A welcoming, inclusive, and culturally diverse staff allows us to best serve our community.

### SALARY

Salary will be in the range of \$56,000 - \$61,000 depending on experience. Benefits and paid vacation time included. ***Be advised that our current work model is a remote/in-office hybrid; however, the job requires staff to be located in California.***

***To apply please submit resume and cover letter to [Julia@fairhousingnorcal.org](mailto:Julia@fairhousingnorcal.org) and [Peattie@fairhousingnorcal.org](mailto:Peattie@fairhousingnorcal.org). Applications will be accepted through January 3, 2022, or until the position is filled. No calls please.***