Fair Housing Advocates of Northern California
851 Irwin Street., Ste. 218, San Rafael, CA 94901 ▼ (415) 457-5025 ▼ TDD: (800) 735-2922
www.fairhousingnorcal.org ▼ fhanc@fairhousingnorcal.org

Legal Fellow (Full-time)

ORGANIZATION OVERVIEW

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide fair housing advocacy/ representation in English (and Spanish, if applicable) to clients who have experienced housing discrimination and/or clients with disability-related housing needs by providing advice, advocacy/intervention, and representation in administrative complaints to HUD and/or the California Civil Rights Department
- Provide litigation support to the Supervising Attorney and Legal Director
- Assist in education and outreach efforts, including presenting fair housing trainings; attending community/advocacy meetings/ hearings; engaging in policy advocacy; and other outreach activities

REQUIRED QUALIFICATIONS:

- Recent graduate (within 2 years), receiving a JD, a LLM, or joint degree such as a JD/MBA from an ABA-accredited school in California
- Commitment to fair housing and civil rights
- Knowledge of federal and state fair housing laws desirable
- Spanish language skills desirable
- Excellent oral communication skills, including public speaking and interpersonal skills
- Excellent written communication skills
- 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 access, read, and interpret legal documents, federal and state fair housing statutes and regulations
- 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 $75,000 - $80,000, dependent on Spanish-speaking ability and experience. This is a one-year funded position with the possibility for continued funding. Benefits include: four-day work week (32 hours), paid medical/ dental benefits, and paid PTO.

Our current work model is a remote/in-office hybrid; however, the position requires employee to commute into the office and travel to area meetings/events as needed. Our work schedule is Monday-Thursday, 9:00-5:30pm.

To apply please submit a resume and cover letter to audrey@fairhousingnorcal.org and julia@fairhousingnorcal.org. Applications will be accepted until the position is filled. No calls please.