



Fair Housing Advocates of Northern California

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JOB POSTING: *New Position* Spanish-Proficient Project Coordinator **(Full-Time non-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

- In conjunction with management staff, oversee and coordinate project to promote long-term housing security to tenants by providing fair housing education and tenant organizing assistance in English and Spanish to tenants in multifamily rental complexes in Sonoma County.
- In conjunction with North Bay Organizing Project (NBOP), analyze tenant complaints and identify fair housing trends.
- Work with NBOP to create survey questions based on complaints received by tenants, create/print flyers in English and Spanish for tenants interested in attending a follow up know-your-rights training and/or forming a tenants' association.
- Work with NBOP to canvass and survey tenants in English and Spanish at multifamily rental properties where multiple tenants have alleged similar fair housing-related issues.
- Track contact and other relevant information for each tenant surveyed, including whether they experienced discrimination and/or are a member of a protected class.
- Provide referrals and information in English or Spanish to tenants who raise individual concerns, either during the canvas or during follow-up contact.
- In conjunction with NBOP, conduct Know-Your-Rights trainings for tenants addressing common fair housing issues, basic tenant rights, and specific issues raised by tenant complaints in English and Spanish.
- Coordinate/convene regular meetings with NBOP staff to make sure that program tasks are clear and goals are met.
- Track project activities in FHANC's Salesforce database and Sonoma County's database and report activities to funders.

REQUIRED QUALIFICATIONS

- Commitment to fair housing and civil rights.
- Excellent oral communication and interpersonal skills *in English and Spanish*.
- Ability/motivation to manage project independently, meeting project deadlines and maintaining 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 represent FHANC effectively in a professional and exceptional manner.

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

The salary range is \$58,000 - \$65,000 depending on experience. Benefits and paid vacation time included.

Proof of completed Covid-19 vaccination, including eligible booster(s), will be required for all employees (with the exception of reasonable accommodations due to medical or religious beliefs).

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