



**Job Announcement:  
Bilingual Education and Outreach Specialist**

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**HOURS / STATUS:** Part-time (24 hours/week) / Non-exempt  
**SCHEDULE:** Some flexibility allowed and required; regular hours to fall within framework of 8:00 am - 5:00 pm, Monday – Friday  
**REPORTS TO:** Education and Outreach Program Director

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**Mission / Organization**

The Fair Housing Council of Oregon (FHCO) is a statewide civil rights organization whose mission is to eliminate housing discrimination through access to enforcement and education. We promote equal access to housing by providing education, outreach, technical assistance, and enforcement opportunities specifically related to federal, state, and local fair housing laws. This 25-year-old, 501(c)3 public benefit organization is based in Portland, Oregon, and is the only private fair housing organization in the state. FHCO is rather unique in that it emphasizes education and outreach as much as enforcement. In addition to providing information and referral, advocacy, and investigation services, FHCO provides complainants with assistance in navigating fair housing legal and administrative processes. The organization also provides technical assistance to public sector officials.

**Home Page:** [www.fhco.org](http://www.fhco.org)

**Position Summary**

Under the supervision of, and with support from, the Education and Outreach Program Director, the Education and Outreach Specialist position will focus on two primary areas:

- Community outreach to a wide variety of target audiences throughout Oregon (regarding fair housing rights and responsibilities); a major focus is reaching out to organizations serving the Latino community.
- Educating a wide variety of target audiences throughout Oregon on fair housing rights and responsibilities; a major focus is educating organizations serving the Latino community.

## **Essential Duties and Responsibilities**

- Carries out community outreach about fair housing rights and responsibilities to tenants, social service organizations, community groups, landlords, students, etc. throughout Oregon
- Conducts fair housing trainings and presentations for tenants, social service organizations, community groups, landlords, students, etc. throughout Oregon
- Promotes and schedules trainings and outreach events
- Schedules and conducts radio and other interviews; maintain relationships with radio stations, community access television stations and other media outlets
- Enters data on activities to submit in reports to funders
- Participates in development of educational materials
- Assists in organizing special events and funds solicitations
- Performs other duties, as necessary

## **Education, Experience, Knowledge, and Skills Required**

- At least three years of experience providing adult education/training, and demonstrated high level of skill as an educator/trainer
- Bilingual English/Spanish
- Excellent oral and written communication skills
- Ability to interact comfortably and respectfully with people from diverse backgrounds and with diverse ability levels
- Civil rights, fair housing, social work, legal work, and/or advocacy experience
- Ability to work autonomously
- Excellent time management and scheduling skills
- Experience working as a member of team
- Ability and willingness to work flexible hours
- Excellent time management, project management, and organizational skills
- Excellent customer service skills
- Proficiency in Microsoft Office Suite
- Ability to maintain professional boundaries and confidentiality

## **Experience, Knowledge and Skills Preferred**

- Bicultural (in addition to the bilingual requirement)
- BA or BS in Business, Social Services, Communications, or related field or equivalent experience
- Experience working as a staff member for a nonprofit organization
- Proficiency in FileMaker Pro or a similar database system
- Firsthand and/or learned knowledge of discrimination

## **Other Requirements**

- Must pass a criminal background check
- Must have a vehicle and be willing and able to drive to different areas of the state for trainings and meetings

## Work Environment

- Setting: Office environment and occasionally other environments such as for meetings and events in the community
- Schedule: Occasional early morning, weekend, and evening work
- Travel: Regular travel within the metropolitan area and frequent travel (approximately 12 times per year) to other areas of the state

## Salary and Benefits Information:

- Hourly wage: \$20/hour
- \$450/per month toward medical and dental benefits (Regence Blue Cross Blue Shield & MODA Dental) for employee; spouse and children's benefits available at employee's cost
- Access to 401-K
- Vacation:
  - Years 1-5: 6.67 hours/month; 2 weeks/year (40 hours can be carried over each year)
  - Years 5+: 10 hours/month; 3 weeks/year (40 hours can be carried over each year)
- 10 paid holidays
- Tri-Met Transit Universal Annual Pass

## How to Submit an Application:

- Send a cover letter and chronological resume to **Diane Hess**, Education and Outreach Director, at [dhess@fhco.org](mailto:dhess@fhco.org), by **March 23, 2016**. In your cover letter, please answer this question in one paragraph:
  - **Why are you, or why would you be, an effective trainer on fair housing topics?**
- Applications received after March 23 may not be considered.

## Equal Opportunity Employer

The board and staff of the Fair Housing Council of Oregon believe they can meet the organization's mission only with a diverse board and staff who actively cultivate a culture of equity and inclusion.