



**Job Announcement:
Enforcement Coordinator**

HOURS / STATUS: Full-time (40 hours/week) / Exempt (salaried) position
SCHEDULE: Some flexibility allowed and required; regular hours to fall within framework of 8:00 am - 5:00 pm, Monday – Friday
REPORTS TO: Enforcement Program Director

FHCO Mission / Organization (Website: www.fhco.org)

The Fair Housing Council of Oregon (FHCO) is a statewide civil rights organization whose mission is to eliminate illegal 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 27-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.

The goals of our enforcement program are to assist home-seekers in pursuing individual complaints, to investigate and challenge systemic housing discrimination, and to enhance the region’s enforcement capacity through testing, technical assistance, and legal action. Other program responsibilities may include policy advocacy, communications, and program promotion.

Main Duties and Responsibilities

- Implementation of enforcement activities, including but not limited to:
 - Assist Enforcement Director and Executive Director in fulfillment of agency grant and contract obligations as assigned
 - Conducting additional investigations as necessary
 - HUD/BOLI complaint development on behalf of the organization and its clients
 - Designing, assigning, coordinating, and evaluating tests
 - Recruitment and training of testers
 - Performing community outreach for victim identification
 - Support for the agency private bar Attorney Pool and Legal Aid partnerships

Preferred Qualifications

- **Education:**
 - JD (can be substituted with a minimum of five years of experience in fair housing enforcement or testing coordination)
- **Experience:**
 - A minimum of two years of additional experience in civil rights or fair housing legal work
 - Experience in coordinating investigations to support fair housing complaints, this includes testing, witness interviews, property searches, etc.
 - Experience in developing and writing fair housing complaints, and providing coordination of these complaints with state and federal regulatory agencies
- **Technology Skills:**
 - Proficient in Microsoft Office Suite
 - Ability to use email and internet
 - Experience with on-line learning and research technologies
 - Familiarity with FileMaker Pro software is a plus
- **Communication/Interpersonal Skills:**
 - Multicultural competency
 - Must have superior accuracy, attention to detail, and analytical skills Excellent oral, written, and listening skills
 - Excellent time management and scheduling skills, with the ability to manage multiple investigations
 - Clear and open communication style, good people skills
- **Knowledge Areas:**
 - Knowledge of state and federal housing laws, civil rights laws, and other anti-discrimination protections
 - Understanding of rental housing screening and management practices
 - Familiarity with publicly and privately funded housing systems and legal requirements
 - Ability to utilize data and statistical analysis
 - Understanding of mortgage lending, regulatory compliance, and/or servicing practices
 - Understanding of real estate sales and homeowner's insurance practices

Preference will be given to candidates who:

- Have a background in fair housing and/or civil rights
- Are bilingual and bicultural, in particular, Spanish speakers

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 six times per year) to other areas of the state

Salary and Benefits Information:

- Salary range (depending on relevant experience): \$41,600 - \$49,920
- \$500/month employer-paid toward medical and dental benefits (Kaiser Permanente medical plan and Kaiser Adult Choice dental plan) for employee; spouse and children's benefits available at employee's cost
- Access to 401-K retirement plan
- 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
- Sick leave: 8 hours/month

How to Submit an Application:

- To apply: Send a cover letter and chronological resume to **Yoni Kahn-Johnowitz**, Enforcement Program Director, at information@fhco.org (indicate *Enforcement Coordinator Application* in the subject line). Interviews for this position will begin in January. Applications will stay open until position is filled.
- In your cover letter, please answer this question in one paragraph:
 - **Why do you want to work in the field of fair housing?**

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.