

**Position Description:**

**Central Oregon Fair Housing Enforcement Liaison**

**HOURS / STATUS:** Full-time (40 hours/week) / Non-exempt

**SCHEDULE:** Monday – Friday, 8:00 – 5:00 p.m. typical, some flexibility

**REPORTS TO:** Director of Enforcement & Assistant Director of Enforcement

**LOCATION:**  **Deschutes, Crook, and Jefferson Counties**

**About Our Relationship**

**You:** You are an engaged member of your regional community with an ongoing understanding of the housing problems unique to your region. You are able to build and maintain trusted relationships with community members and organizations serving community members likely to experience housing discrimination. You are able to work collaboratively with others across Oregon to inform your work in your region.

**Us:** We are a statewide, justice-minded, equity-focused civil rights organization working to end housing discrimination throughout Oregon. We have high expectations about engaging our many community stakeholders and groups across multiple channels. We appreciate your commitment to racial equity and your desire to grow with a growing organization. We have a dynamic staff located throughout the state of Oregon, fiercely committed both to our work to end housing discrimination and also to support and nurture one another.

**FHCO Mission / Organization**

The Fair Housing Council of Oregon (FHCO) is a statewide civil rights organization promoting justice, equity, and inclusion in housing throughout Oregon. We work to end housing discrimination by providing education, outreach, technical assistance, and enforcement opportunities specifically related to federal, state, and local fair housing laws. This 30-year-old, 501(c)(3) public benefit organization has staff throughout Oregon, with its main office in Portland, Oregon. We are the only private fair housing organization in the state. FHCO is unique in that we emphasize 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 and in-place tenants 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.

The Fair Housing Enforcement Collaborative (FHEC) is a statewide initiative funded by the Oregon State Legislature to enhance access to fair housing resources and advocacy across the entire state. FHEC will build regional collaboratives, each led by a region-based Fair Housing Enforcement Liaison. The collaborative will include a culturally-specific organization providing housing navigation services to the community, local legal service providers, and representatives from the Oregon Bureau of Labor and Industries (BOLI) to directly field fair housing complaints arising statewide. The objective of the FHEC is to increase awareness of fair housing laws in difficult-to-reach communities where potential violations of fair housing laws are underreported, and increase fair housing investigation and enforcement.

Six Regional Fair Housing Enforcement Liaisons (FHEL’s) will represent FHCO in: 1) Southern Oregon, 2) Eastern Oregon, 3) Central Oregon, 4) Mid-Willamette Region (Yamhill, Polk & Marion Counties), 5) the North Coast, and 6) the Portland & Eugene Metro Region.

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

**Responsibilities include:**

* Work closely with FHCO Enforcement team to identify community-based organizations engaged in regional housing initiatives and advocacy
* Convene FHEC partner entities at a minimum monthly to discuss topical issues related to fair housing
* Identify housing providers who could benefit from fair housing education
* Identify egregious actors alleged to systemically violate fair housing laws
* Assist in the investigation of cases emanating from each region
* Research and prepare a report on regional housing landscape
* Network and build trusted professional relationships with community members and organizations serving community members likely to experience housing discrimination
* Identify regional barriers for reporting housing discrimination
  + Attend and participate in staff, team, and committee meetings
* Other tasks as assigned.

**Preferred Qualifications & Experience:**

* Demonstrated commitment to FHCO’s mission and civil rights
* Familiarity with federal and state civil rights statutes and regulations
* At least two years of successful experience in housing, employment, or other investigation and enforcement field
* Proven record of accomplishment of organizing in local community on fair housing or other civil rights
* Experience planning and hosting community-based advocacy and educational events
* Understanding of rental housing screening and management practices in your area
* Familiarity with particularities of housing landscape in your region
* Excellent public speaking skills
* Demonstrated capacity for successfully planning and managing simultaneous projects with attention to detail
* Excellent oral communication, critical thinking, listening, and writing skills
* Experience working with publicly available data, such as Census data, etc.
* Ability to adapt, change plans, and be flexible on short notice in response to circumstances on the ground in a region
* Ability to work independently from remote location without supervision
* Multicultural competency
  + Strong understanding of anti-racism and desire to be a part of a learning/growing culture including having challenging conversations

**Technology Skills:**

* Proficient in Microsoft Office Suite
* Skilled use of email and internet
* Experience with on-line learning and research technologies
* Familiarity with cloud-based case management software

**Other Requirements:**

* Must pass a criminal background check
  + Must reside in Deschutes, Crook, or Jefferson Counties

**Salary and Benefits Information:**

* Compensation: $22/hour, non-exempt employee
* Organization offers no-cost medical, dental, and vision insurance benefits to employees, dependent benefits available at employee’s cost
* Access to 401-K retirement plan
* Vacation:
  + Years 0-5: 80 hours/year (80 hours can be carried over each year)
  + Years 5+: 120 hours/year (80 hours can be carried over each year)
* Paid sick leave: 8.0 hours/month
* Federal holidays paid, plus one personal holiday

**To apply, please email a cover letter and resume to** [**ljohnson@fhco.org**](mailto:ljohnson@fhco.org)**. In the cover letter, please address why you are a good fit for this position and please describe a fair housing challenge faced by underrepresented communities unique to where you live in Oregon. Emailed cover letters and resumes should have the words “Central Oregon Fair Housing Enforcement Liaison” in the subject line.** Resumes will be reviewed until February 11, 2022, then thereafter only if the position has not been filled. Interviews will be held virtually. No phone calls please.

**Equal Opportunity Employer**

The board and staff of the Fair Housing Council of Oregon believe we can meet the organization’s mission only with a diverse board and staff who actively cultivate a culture of equity and inclusion. FHCO is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity, or veteran status. We are committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. If you require reasonable accommodation in responding to this job announcement, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Heather Tatman, Director of Personnel & Strategic Initiatives, at htatman@fhco.org, or (503) 223-8197.