



**Position Description:  
Education and Outreach Specialist**

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**HOURS / STATUS:** Full-time (40 hours/week) / Non-exempt  
**SCHEDULE:** Monday – Friday, 8:00 – 5:00 p.m., occasional evenings and weekends  
**REPORTS TO:** Education and Outreach Director  
**LOCATION:** Marion, Polk, Yamhill, Linn, Benton, and Lane Counties

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**About Our Relationship**

**You:** You are a skilled trainer/educator with a desire to create change through education and outreach across the state within a non-profit setting. You are growth oriented and enjoy sharing what you learn with others. You bring a proven track record of meaningfully engaging with constituents, stakeholders, and supporters. You have a keen understanding of and passion for ending inequities created by denying resources and access to opportunity for certain communities, particularly communities of color.

**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.

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

**Education and Outreach Specialist Primary Focus Areas:**

- Community outreach to a wide variety of target audiences in Oregon on fair housing rights and responsibilities. A focus of FHCO is outreach efforts to engage and serve marginalized communities
- Educate and engage a wide variety of target audiences in Oregon on fair housing rights and responsibilities. This includes and is not limited to: jurisdictional bodies, housing providers, housing authorities, real estate agents, social service agencies, nonprofits housing providers, adult foster care home providers/assisted living facilities, and consumers

**Responsibilities include:**

Schedule, promote, create, and facilitate fair housing training sessions for tenants, social service organizations, community groups, landlords, students, etc. in person within Marion, Polk, Yamhill, Linn, Benton, and Lane counties and virtually/on-line throughout Oregon

- Attend key network meetings to engage with housing advocates, social service agencies, housing providers, jurisdictional bodies, and provide technical assistance as needed
- Engage in community outreach about fair housing rights and responsibilities through community events and small group outreach. Target audiences include social service organizations, community groups, landlords, students
- Promote traveling educational display on the history of discrimination and segregation in Oregon
- Schedule and conduct radio and other interviews; maintain relationships with radio stations, community access television stations and other media outlets
- Enter data on activities to submit in reports to funders
- Participate in development of educational materials
- Attend and participate in staff, team, and committee meetings
- Constructively participate in organization's equity initiatives
- Perform other duties, as necessary

**Requirements:**

- At least three years' experience providing education/training that demonstrates a high level of skill
- Trauma informed approach
- Ability to interact comfortably and respectfully with diverse groups and present difficult legal concepts in a way that is easily accessible
- Excellent oral and written communication skills
- Desire to grow in position, learn more, and share what you learn
- Experience working with civil rights and/or social services
- Excellent time management and scheduling skills
- Attention to detail
- Ability to work independently and as part of a team

- Willing to work flexible hours
- Have current driver's license, car insurance, and regular access to a vehicle
- Computer literate (Microsoft Office Suite, Power Point, FileMaker Pro or similar data base system, Zoom, and Outlook)
- Live within the service area of this position

**Preferred qualifications:**

- English/Spanish bilingual
- Understanding of Fair Housing Law
- Strong understanding of anti-racism and desire to be a part of a learning/growing culture including having challenging conversations
- Experience coordinating volunteers

*\*A note to potential candidates: Studies have shown that women, trans, non-binary, and Black, Indigenous, and people of color (BIPOC) people are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description.*

*We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's welcome. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.*

**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
- Organization offers Employee Assistance Program for all staff & their dependents
- 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
- Paid parental leave: 160 hours paid after 1 year of employment
- All benefits available the 1<sup>st</sup> of the month following date of hire
- Federal holidays paid, plus one personal holiday

**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 Shyle Ruder, Education and Outreach Director, at [information@fhco.org](mailto:information@fhco.org), or (503) 223-8197, ext. 113.

**To apply, please email a cover letter and resume to [information@fhco.org](mailto:information@fhco.org). In the cover letter, please address why you are a good fit for this position and how your experience will help to further housing justice, equity, and inclusion. Emailed cover letters and resumes should have the words “Education and Outreach Specialist” in the subject line. The position will be open until filled. Interviews will be held virtually. No phone calls please.**