

**Position Description:**

**Regional Enforcement Investigator**

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

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

**REPORTS TO:** Intake & Investigations Manager

**LOCATION:**  **Statewide with open positions in Eastern Oregon, Central Oregon, Southern Oregon, Portland Metro/Salem**

**About Our Relationship**

**You:** You are an engaged member of your regional community with an ongoing understanding of the civil rights, discrimination, and housing issues unique to your region. You build and maintain trusted relationships with community members and organizations serving community members likely to experience housing discrimination. You 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 all stakeholders in the housing marketplace, including renters and homebuyers, 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. Thanks to increased funding we are expanding our enforcement reach by hiring regionally specific investigators located within the following regions: Eastern Oregon, Central Oregon, Southern Oregon, South & Mid-Willamette Valley, North & Central Coast, and Portland Metro & Salem.

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

**Responsibilities include:**

* Conduct and lead investigation activities and advocacy efforts on behalf of individual complainants from your region including drafting & submitting correspondence, and assisting with achieving both formal & informal resolutions
* Identify culturally specific community-based service agencies within the region and work with Intake & Investigations Manager to develop partnerships with those agencies. Convene partners in your region at a minimum monthly to discuss fair housing issues and trends
* Work with Enforcement Program Manager to help identify opportunities for additional investigations of housing providers within both the rental and purchase markets as available, using data collected from complaints received, tests conducted, publicly available information (like census data), jurisdictional trends, and other sources. Work with Intake and Investigations team to develop strategies for investigations based on findings and lead investigations in your region
* With guidance from the Legal Director, serves as the representative for complainants during the complaint process at local, state, and federal agencies as needed
* Research and prepare reports on regional housing landscape, including identifying barriers for reporting housing discrimination in underrepresented
* Collaborate with regional Education & Outreach specialist in your region to help identify housing and service providers who would benefit from fair housing training and support outreach and communication efforts
* Network and build trusted professional relationships with community members and organizations serving community members likely to experience housing discrimination
* Other duties assigned will be evaluated on a case-by-case basis to determine if they fall within the scope of this job description or whether a modification is appropriate.

**Other Responsibilities in Organization**

* Meaningfully engages in organization’s equity work, including participating in trainings and follow-up discussions among staff
* Actively participate in Fair Housing and Enforcement related trainings
* Collaborate with Enforcement team as needed to accomplish projects or goals as determined by applicable grants and as requested by the Legal Director and/or Executive Director.
* Participate in Enforcement grant strategy meetings regarding the development of the Statement of Work and associated activities, grant budgets, as requested.
* Participates and provides input in FHCO activities associated with Affirmatively Furthering Fair Housing activities and initiatives.
* Actively and meaningfully participates as a member of the FHCO team, including at bi-monthly staff meetings, and in day-to-day interactions with team members
* Serves as a professional and friendly ambassador of the organization when interacting with people outside of the organization
* Proactively, and as otherwise needed, makes recommendations for improving FHCO’s effectiveness and efficiency in all areas of responsibility

**Ideal 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 and/or database software

**Other Requirements:**

* Must pass a criminal background check
  + Must reside in, or be willing to relocate to, the county you are applying for

*\*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: Salary base $22/hour (with increased compensation possible dependent on relevant metrics, such as experience and skills)
* 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
* Mileage reimbursement for work-related travel at the current federal reimbursement rate
* Monthly stipend for phone & internet costs

**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 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 “Regional Enforcement Investigator” and what region you’re applying for in the subject line.** Resumes will be reviewed until November 1st, 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 Operations & Strategy, at htatman@fhco.org, or (503) 223-8197.