

**Position Description:**

**Testing Program Coordinator**

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

**SCHEDULE:** Some flexibility allowed and required; regular hours to fall within

Standard business hours

**REPORTS TO:**  Testing Program Manager

**LOCATION:** Oregon Statewide / Currently virtual with access to office environment. May require some in person for meetings and events. May change to hybrid or in-person as needed.

**About Our Relationship**

**You:** You enjoy working in collaboration with others to create change across the state within a non-profit setting. You are inquisitive and enjoy sharing what you learn with others. 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)

**Primary Duties and Responsibilities include:**

* Conducts jurisdictional and statewide market research
* Conducts research on housing providers to be tested
* Designs Fair Housing Tests
* Assigns, schedules, and coordinators Testers
* Conducts complaint-based and jurisdictional audit tests as needed
* Collaborates with Testing Program Manager in the evaluation of tests
* Assists with the recruitment and retention of Testers
* Conduct regular Tester trainings as needed including advanced Tester trainings
* Actively participates in Testing Coordinator monthly meetings and meets regularly with other members of the Testing Program team
* Participates in Professional Development Training
* Assist other Departments and Programs organization-wide with language and cultural support as requested.

**Required Qualifications:**

* Trauma-informed approach
* Ability to interact comfortably and respectfully with diverse groups
* Excellent oral & written communication and critical thinking skills
* Excellent time management and scheduling skills
* Demonstrated capacity for successfully planning and managing projects
* Attention to detail
* Ability to work independently and as part of a team
* Willing to work flexible hours when needed
* Computer literate (Microsoft Office Suite, cloud-based database system, Zoom, and Outlook)
* Must have working vehicle and valid driver’s license, and ability to travel throughout the state occasionally as needed
* Must pass criminal background check. Due to funding restrictions, we cannot accept applicants for this position with a felony charge on their record.

**Ideal Candidate Qualifications:**

* Strong preference for formal education and/or work experience related to Fair Housing
* Experience working with civil rights and/or social services
* Experience in housing, employment, or other investigation and enforcement
* Understanding of rental housing screening and management practices
* Experience working with publicly available data, such as Census date etc.
* Experience with online learning and research technologies
* English/Spanish bilingual
* Multicultural competency
* 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
* Desire to grow in position, learn more, and share what you learn

*\*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: $24/hour, non-exempt employee (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
* 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 1st of the month following date of hire
* Federal holidays paid, plus one personal holiday
* Tri-Met Transit Pass for employees in the Portland Metro area for work-related travel. Other work-related transportation costs, including mileage, reimbursed by organization.
* Monthly reimbursement stipend for phone and internet

**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.

**To apply, please email a cover letter and resume to Ladona Johnson, Testing Program Manager, at information@fhco.org. In the cover letter, please address how you are qualified to fulfill the duties and responsibilities of this position, and why you want to work in the field of Fair Housing enforcement. Emailed cover letters and resumes should have the words “Testing Coordinator Application” in the subject line.** The position will be open until filled and we will begin reviewing applications on Monday, April 15th, 2024 Interviews will be held virtually. No phone calls please.