



**Position Description:
Statewide Enforcement Investigator**

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| 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, and Testing 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 are passionate about Fair Housing rights and social justice and have a high level of attention to detail with a commitment to accuracy. You are trauma-informed, able to maintain professional boundaries and confidentiality, and are able to work effectively and compassionately in a multi-cultural and diverse environment.

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 to supporting and nurturing 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.

Website: www.fhco.org

Responsibilities include:

- Conduct and lead investigation activities and advocacy efforts on behalf of individual complainants including drafting & submitting correspondence, and assisting with achieving both formal & informal resolutions
- Partner with Intake, Investigations, and Testing Manager to develop partnerships with culturally specific agencies
- Meet monthly to discuss fair housing issues and trends
- Collaborate with Intake, Investigations, and Testing 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 the Enforcement team to develop strategies for investigations based on findings and lead investigations statewide
- Collaborate with regional Education & Outreach specialists 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

- Actively participate in Fair Housing and Enforcement related training
- Collaborate with the 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, and grant budgets, as requested
- Participate and provide input in FHCO activities associated with Affirmatively Furthering Fair Housing activities and initiatives
- Actively and meaningfully participate as a member of the FHCO team, including at bi-monthly staff meetings, and in day-to-day interactions with team members
- Serve as a professional and friendly ambassador of the organization when interacting with people outside of the organization
- Proactively, and as otherwise needed, make recommendations for improving FHCO's effectiveness and efficiency in all areas of responsibility

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 reside in, or be willing to relocate to, the State of Oregon
- 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
- 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 the state of Oregon
- 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 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

**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 \$23/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 the 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

How to Submit an Application:

- To apply: Send a cover letter and resume to **Matthew Serres**, Legal Director, at information@fhco.org (indicate *Statewide Enforcement Investigator Application* in the subject line). The application period will stay open until the position is filled. We will be reviewing applications on a rolling basis. In your cover letter, please include an answer to this question:
 - **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 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.