



**Position Description:  
Statewide Enforcement Investigator**

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<b>HOURS / STATUS:</b>	Full-time (40 hours/week) / Non-exempt
<b>SCHEDULE:</b>	Monday – Friday, 8:00 – 5:00 p.m. typical, some flexibility
<b>REPORTS TO:</b>	Intake, Investigations, and Testing Manager
<b>LOCATION:</b>	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.

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**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 services 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 the main office in Portland. As the only private fair housing organization in the state, FHCO is unique in emphasizing education and outreach as much as enforcement. In addition to providing referral, advocacy, and investigation services, FHCO provides complainants with information and assistance to navigating the fair-housing legal framework. The organization also provides technical assistance to public sector officials and local governments.

The goals of our enforcement program are to have a broad impact for all stakeholders in the housing marketplace, including renters and homebuyers; to pursue fair housing complaints affecting individuals

and families in our communities; and to investigate, challenge and end systemic housing discrimination.

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

**Responsibilities include:**

- Conduct intakes of fair housing complaints submitted by the public and by community partners and screen for allegations of unlawful housing discrimination;
- Work directly with complainants to investigate incidents of illegal housing discrimination, advocate directly on behalf of complainants through correspondence with housing providers, and assisting with formal & informal dispute resolution;
- Work with enforcement team to develop partnerships with culturally specific agencies and housing stakeholders across the state;
- Attend regular staff meetings to collaborate on enforcement goals, achievements, strategies, and trends;
- Collaborate with Enforcement Team to identify opportunities for additional investigation of alleged housing discrimination within both the rental and purchase markets, using data collected from complaints received, tests conducted, publicly available information (like census data), jurisdictional trends, and other sources. Collaborate to develop enforcement strategies based on investigative findings;
- Collaborate with regional Education & Outreach specialists to identify housing and service providers who would benefit from fair housing training and support outreach efforts;
- Network to build trusted professional relationships with community members and organizations serving people 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:**

- Ability to provide trauma-informed services;
- Multicultural competency and 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 and fair housing statutes and regulations;
- At least two years of successful experience in housing, employment, or other investigation and enforcement field;
- Proven record of accomplishment of community organizing for fair housing or civil rights issues;
- Experience planning and hosting community-based advocacy and educational events;
- Familiarity or experience with rental housing screening and management practices;
- Familiarity or experience with the housing or landlord industry in the State of Oregon;
- Demonstrated capacity to successfully plan and manage simultaneous projects with attention to detail;
- Excellent oral communication, critical thinking, listening, and writing skills;
- Experience working with and analyzing data from public sources, such as the Census Bureau, HUD, or local tax assessors;
- Ability to work independently from remote location without supervision;
- Working knowledge of anti-racism principles and a desire to engage in a culture of growth and learning that can include difficult conversations.

*\*A note to potential candidates: Studies show that women, trans, and non-binary people, as well as black, indigenous, and other people of color 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. The best candidate may come from a background less traditional to our field of work. We welcome diverse backgrounds, and strongly encourage you to apply even if you do not believe you meet every qualification.*

**Salary and Benefits Information:**

This is a union represented position. Salary and benefits are subject to FHCO’s collective bargaining with the Communications Workers of America.

- Compensation: \$28/hr;
- Additional compensation is available for second language proficiency if it aids in FHCO’s mission;
- No-cost medical, dental, and vision insurance benefits to employees with plan upgrades and partner coverage at additional cost to employee;
- FHCO offers Employee Assistance Program providing mental and emotional health services to employees and their immediate family members.
- 401-K retirement plan
- Vacation:

Length of Employment	Hours of Vacation per Year
0-35 months	120 hours
36-71 Months	155 hours
72+ Months	175 hours

- Up to 96 hours of health leave per year, depending on number of hours worked.
- 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
- 11 company-wide holidays paid, plus one personal day. Additional pay for holidays worked. Holidays flexible to accommodate all backgrounds.
- Monthly reimbursement stipend for phone and internet and coworking spaces available for staff outside the Portland Metro Area.

**How to Submit an Application:**

- To apply: Send a cover letter and resume to **Steven Crawford** at [information@fhco.org](mailto: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 the following:
  - **Describe why you want to work in the field of fair housing and/or civil rights;**
  - **Describe your experience interacting with people experiencing trauma;**
  - **Describe any work you’ve done professionally or personally to better understand systemic racism in the United States or describe why your life experiences have prepared you to work with members of marginalized or historically discriminated against communities.**

**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 Steven Crawford, [scrawford@fhco.org](mailto:scrawford@fhco.org) or 503-223-8197 x 112.