



## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

**Job Title:** Fair Housing/Lending Intake Specialist (Full time position available immediately)

SSHC is the regional fair housing enforcement and counseling agency serving primarily the south metropolitan Chicago area. The Center's mission is to monitor and address discriminatory practices in the housing markets and to provide housing counseling, education and expanded options to residents, thus fostering stable, racially and economically diverse communities.

### Primary Responsibilities:

- Conducting intake interviews and application processing for grant program applicants
- Conducting intake interviews and follow up with individuals seeking fair housing / fair lending discrimination assistance or foreclosure mediation assistance
- Maintaining a database to document the intake complaints received
- Compiling statistical data for monthly and quarterly reports
- Assisting the testing coordinators with the implementation and investigation of tests
- Facilitating large group fair housing/fair lending education and outreach events
- Other duties as assigned

### Qualifications:

- Working knowledge of mortgage lending and loan modification procedures as well as federal, state and local fair housing laws
- Housing counseling experience or public/private agency experience in fair housing or civil rights enforcement a plus
- B.S. or B.A. in appropriate related discipline (Social Science, Finance/Banking, Urban Studies, Criminal Justice, Planning or Paralegal)
- Excellent written and verbal communications skills
- Critical, analytical and creative thinking skills
- Self-directed and well-organized with a demonstrated ability to handle multiple assignments
- Proficient with the internet and computer software (Microsoft Office, databases, etc.)
- Website content management and social media experience a plus
- Strong interpersonal skills with the ability to work with people of diverse backgrounds
- Ability to represent SSHC in a professional and exceptional manner
- Demonstrated commitment to fair housing and civil rights
- Valid driver's license

SSHC is an equal opportunity employer with a diverse staff located in Homewood, Illinois. Normal office hours are weekdays from 9 am to 5 pm. This position will require occasional evening and weekend work. Candidates must have access to automobile transportation for some program work.

The salary range for this position is based on the federal grant budget, experience and qualifications. SSHC provides an option for paid medical/dental insurance coverage or contribution into 403B retirement plan.

**Interested candidates should email resume and cover letter to: (No Phone Calls Please)**

**Attn: Executive Director**

[sshc.contact@gmail.com](mailto:sshc.contact@gmail.com)

**Response Deadline: June 30<sup>th</sup>, 2014 or until position is filled**

\*Cover letter should include a brief statement about why you are interested in the position.