



EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

South Suburban Housing Center (SSHC) has a full-time Fair Housing Enforcement Program staff position, the **Fair Housing Investigations Test Coordinator** 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 fostering stable, racially and economically diverse, communities.

The responsibilities for this position include:

- Recruiting, training and supervising a diverse pool of volunteer test investigators;
- Developing testing program strategies with SSHC fair housing enforcement staff and legal consultants;
- Designing match pair, single part or multi-part test assignments from bona fide complaint intakes or systemic information to monitor the practices of housing providers, mortgage lenders, home insurers, multi-family dwelling builders and developers;
- Conducting non-test site visits, or examination of internet, public record information regarding the listing, marketing, advertising, tax, or court records of subject properties;
- Developing or refining written testing program forms and procedures;
- Making test assignments from the pool of volunteers, debriefing testers after assignments are completed, reviewing and analyzing the written reports, then summarizing the results for further legal review;
- Presenting completed test results where possible evidence of differential treatment occur to SSHC's Systemic Investigation Coordinator, Executive Director or outside legal counsel;
- Recommending or planning follow-up investigations where some evidence of discriminatory activities is apparent;
- Documenting and entering test results in enforcement logs and on-line data collection systems;
- Assisting SSHC's Executive Director, or other legal counsel, by providing information needed in the preparation of formal administrative or court fair housing complaints based on test investigations;
- Compiling statistical data and reports for quarterly and annual reporting of testing program activities; and
- Providing large group fair housing/fair lending training and education about testing program procedures for the general public and housing/lending providers.

Marginal Duties:

- Representing SSHC in outside meetings, seminars and for the purposes of presentations relevant to SSHC fair housing enforcement programs and achievements;
- Performing related assignments as required by the Executive Director.

Required Qualifications: B.S. or B.A. in appropriate discipline (Social Science, Public Policy, Urban Affairs or Marketing) or commensurate prior legal or fair housing program experience.

General Commitments and Abilities:

- Demonstrated commitment to civil rights and fair housing issues;
- Working knowledge of federal, state and local fair housing, fair lending and accessibility law protections;
- Excellent writing and public speaking/communication skills;
- Knowledge of local housing market, real estate and mortgage lending procedures and practices;
- Ability to relate comfortably and respectfully to people of different racial, ethnic, social and economic backgrounds;
- Ability to supervise a diverse group of volunteer test investigators;
- Self-starter and self motivated;
- Ability to work effectively with executive level professionals;
- Proficient with standard computer software word processing and data collection programs (MicroSoft Office), as well as internet research, e-mail and social media platform proficiency and familiarity with on-line data bases.

Immediate Superior: Executive Director

Salary range: 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.

SSHC is an equal opportunity employer with a diverse staff located in Homewood, Illinois and has regular office hours from 9 am to 5 pm. This position requires occasional evening and weekend work. Individuals serving in this position must have access to automobile transportation for some program work, mileage and city parking will be reimbursed.

Interested candidates should send resume, three references, and cover letter by May 31, 2019 to:

**South Suburban Housing Center
Attn: Executive Director
18220 Harwood Avenue, Suite 1
Homewood, Illinois 60430**

Fax: (708) 957-4761
E-mail: sshc.contact@gmail.com

No telephone calls please.