



# EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

## Director of Fair Housing Enforcement

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**South Suburban Housing Center (SSHC) has an immediate opening for a Director of Fair Housing Enforcement to join our team as a full-time staff member and program attorney.**

### About Us

SSHC is the regional fair housing enforcement and HUD-approved housing counseling agency primarily serving the south metropolitan Chicago area. Our 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, inclusive, racially and economically diverse communities.

**For more information about SSHC,** visit [www.southsuburbanhousingcenter.org](http://www.southsuburbanhousingcenter.org).

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### Position Summary

The Director of Fair Housing Enforcement (Director) will report to the Executive Director and will be responsible for supervising enforcement team staff, managing and investigating housing discrimination complaints, providing direction and oversight for the testing program, and implementing strategies for conducting outreach and education. The Director will also provide legal advice and limited representation of SSHC clients in formal actions, as well as providing legal support for SSHC's general counsel on litigation. The Director will play a key role in creating strategies for the Enforcement program, developing staff, and planning for its growth and sustenance.

### Primary Responsibilities

- Developing and implementing systemic investigation strategies with SSHC enforcement program staff involving complex discrimination issues by large housing providers, mortgage lenders, appraisers, homeowner's insurance providers, and local government activities
- Providing supervision and assistance to the Fair Housing Test Coordinator and Intake and Outreach Specialist on all phases of complaint intake and investigation program and fair housing educational activities
- Advocating for, mediating resolutions, and in some cases representing SSHC clients victimized by discriminatory housing and mortgage lending practices
- Analyzing the results of fair housing tests and other investigations to determine whether further monitoring is warranted or if evidence of a fair housing or consumer fraud violation exists
- Providing fair housing/lending legal advice to SSHC housing counseling staff who assist clients with pre-purchase, mortgage delinquency, and foreclosure issues
- Filing and assisting with legal actions alleging fair housing act and consumer fraud violations of distressed protected group mortgagors
- Providing educational training presentations on fair housing and lending law, as well as mortgage fraud awareness issues
- Composing narratives, compiling and analyzing data, for government grant reports and applications
- Assisting the Executive Director with community engagement and advocacy for fair housing policy changes with local, state, and federal authorities

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## Preferred Qualifications

- J.D. with 3 years of housing or employment discrimination investigation and enforcement, or other housing policy or comparable investigation and enforcement experience
- Currently a member of the Illinois and Federal Northern District of Illinois bars or able to obtain membership within a year of hire
- Working knowledge of federal, state, and local fair housing laws as well as lending and consumer protection laws pertaining to mortgage lending
- Excellent written and verbal communications skills; proficient with standard computer software word processing and data collection programs (Microsoft Office), internet research and e-mail proficiency, and familiarity with online databases and social media platforms
- Self-directed and well-organized with the ability to work quickly and efficiently
- Ability to maintain consistent professional composure and exercise good interpersonal skills; ability to work with people of diverse backgrounds; and a demonstrated commitment to fair housing, civil rights, and racial equity issues

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## Employment Details

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

## Compensation

The salary range for this position is commensurate with experience and qualifications and based on similar public-interest positions. SSHC provides an option for fully subsidized medical and dental insurance coverage or a contribution into a 403B retirement plan.

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## Application Process

Interested candidates should email resume, cover letter, and three (3) references.\*

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

**Subject:** Director of Fair Housing Enforcement

*No Phone Calls Please*

\* Your cover letter should include a statement about the correlation between your experience and why you are interested in the position.

## Response Deadline

Applications are due to SSHC by October 15, 2021, or until the position is filled.