



EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

Fair Housing Specialist

South Suburban Housing Center (SSHC) has an immediate opening for a Fair Housing Specialist to join our team as a full-time staff member.

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 that foster stable, inclusive, racially, and economically diverse communities. **For more information** about SSHC, visit <https://southsuburbanhousingcenter.org>.

Primary Responsibilities:

- Conducting intake interviews with individuals contacting SSHC for possible fair housing/lending discrimination assistance.
- Consulting with SSHC enforcement staff to evaluate intakes for fair housing and lending investigations, referral to other agencies, or resolution.
- Assisting with the organization of protested class individuals victimized by common fair housing/lending issues for referral to counseling, enforcement, and legal services for resolution.
- Designing and coordinating matched pair, single part or multi-part test assignments from bona fide complaint intakes or systemic information to monitor the practices of rental housing providers.
- Conducting non-test site visits, or examination of internet, public record information regarding the listing, marketing, advertising, tax, or court records of subject properties.
- Maintaining a prescribed database log documenting the intake clients serviced; and
- Compiling statistical data for quarterly and annual reports of enforcement intake, outreach, and resolution activities.

Marginal Duties:

- Representing SSHC in outside meetings and seminars as required.
- Performing related assignments as required by Executive Director.

Required Skills / Competencies:

- Excellent writing, editing (photo/video/text), presentation and communication skills (Adobe, Creative Cloud, or comparable platform)
- Critical, analytical, and creative thinking skills
- Community organizing or policy advocacy experience
- Working knowledge of MS Office Excel required
- Ability to relate comfortably and respectfully to people of different racial, ethnic, social, and economic backgrounds.

Required Qualifications:

B.S. or B.A. in appropriate discipline (Social Science, Public Policy, Urban Affairs or Criminal Justice) or commensurate prior fair housing program or community organizing 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.
- Knowledge of local housing market, real estate and mortgage lending procedures and practices.
- Ability to work with a minimum of supervision.
- Track record of taking initiative and managing and advancing projects independently.

Immediate Supervisor:

Director of Fair Housing Enforcement

Employment Details:

SSHC is an equal opportunity employer with a diverse staff located in Homewood, Illinois and has regular office hours from 9 a.m. to 5 p.m. with remote working options for some of this position's responsibilities. The position will require occasional evening and weekend work. Candidates must have access to automobile transportation for some program work, mileage and city parking reimbursed.

Salary Range:

Based on the federal grant budget, experience, and qualifications within a range between \$42,500 – \$47,500. SSHC provides an option for paid medical/dental insurance coverage or contribution into 403B retirement plan.

Apply Today:

Interested candidates should email resume, cover letter, & counseling certifications to:

Email: sshc.contact@gmail.com

Attn: Executive Director

Response Deadline: August 15, 2022 or until position is filled (No Phone Calls Please)

*Cover letter should include a brief statement about why you are interested in the position and how your qualifications align with this job opportunity.