



## 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:

South Suburban Housing Center (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:

- Consult with enforcement team to evaluate fair housing intakes for investigation and testing
- Work alongside Test Coordinator to design, assign, and organize fair housing test assignments
- Conduct research including public records, online rental listings, on-site property visits, etc.
- Log and maintain accurate testing and investigation data in SSHC case management system
- Assist with grant reporting deliverables as well as applications for new funding
- Support outreach in creating new materials (social media content, newsletters, presentations)
- Provide fair housing and housing counseling information at community outreach events
- Conduct and document intake interviews as needed to support the FH Senior Intake Specialist
- Represent SSHC in outside meetings and seminars as required
- Other duties as assigned by Director of Fair Housing Enforcement and Executive Director

#### Required Qualifications:

SSHC's work focuses on advancing fair housing in Chicago's south suburbs and extended to underserved areas of northwest Indiana and central Illinois. This role will primarily focus on supporting SSHC's fair housing testing program, with a secondary focus on supporting outreach initiatives and intake processes as needed. A successful candidate for this position will be passionate about social justice with values that align with SSHC's mission.

- Degree in a relevant field (for example: English, Communications, Policy, Political Science, Sociology, Statistics, Social Work, Business etc.) **or** equivalent work experience
- Willingness to learn federal, state, and local fair housing laws
- Curiosity for advancing housing justice and civil rights
- Excellent interpersonal and written/oral communication
- Critical, analytical, and creative thinking
- Working knowledge of Microsoft Office programs
- Experience with Canva or Adobe creative suite
- Ability to engage respectfully with a diverse community of people
- 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 located in Homewood, Illinois and has regular office hours from 9 a.m. to 5 p.m. This is a full-time, 40 hours per week, in-office role, with some limited remote work options possible. The position will require occasional evening and weekend outreach work. Candidates must have access to automobile transportation for some program work; mileage and city parking reimbursed.

### **Salary and Benefits:**

This position is paid \$38,000 – \$50,000, depending on qualification and experience. SSHC provides an option for paid medical and dental insurance coverage or contribution into 403B retirement plan.

### **Apply Today:**

Ready to join the fight for housing justice? Send your resume and cover letter to:

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

**Attn:** Director of Fair Housing Enforcement

The deadline to apply is November 22, 2023 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.

**South Suburban Housing Center is dedicated to promoting equal opportunity employment. SSHC values diversity in all forms, including race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, and military status. We are looking for a fresh perspective to bring to our team as we work to make Chicago's southland a more equitable place. If you do not meet all of the qualifications and are passionate about our work, we encourage you to apply. If you require a reasonable accommodation to apply to this position, please contact [sshc.contact@gmail.com](mailto:sshc.contact@gmail.com).**