



Job Announcement: February 22, 2018

Investigations Coordinator

HOPE Fair Housing Center (HOPE), established in 1968, is the oldest fair housing center in Illinois. HOPE works to create greater housing opportunities for all. We want to ensure everyone has the chance to live in the community/home/apartment of their choice free from discrimination based on race, color, religion, national origin, sex, disability, familial status, or any other characteristics protected under state or local laws. HOPE accomplishes this through education, outreach, enforcement, training, and advocacy.

SUMMARY OF POSITION:

Under the direction of the Executive Director, the Investigation Coordinator is responsible for conducting intake of potential housing discrimination complaints, effectively and efficiently investigating complaints, and assisting in furthering HOPE's mission to ensure fair housing opportunities for all.

DUTIES & RESPONSIBILITIES:

- Design, implement and manage tests to assess compliance with fair housing and civil rights laws through comprehensive gathering of facts, including interviews of parties and witnesses involved and review of pertinent documents, and assess appropriate next steps;
 - Provide clear and detailed verbal and/or written analysis of investigations; Make "next step" recommendations to supervisors;
 - Coordinate the recruitment, training, and maintaining of a diverse pool of qualified individuals to serve as testers;
 - In accordance with established practices, brief and deploy testers, collect test forms and materials following the completion of each test, review and analyze tester reports, and debrief testers after tests have been completed;
 - Maintain confidentiality on all project activities;
 - Maintain concise and comprehensive documentation of investigations per HOPE policies and procedures;
 - Cooperate with partner attorneys and governmental investigators throughout the complaint process and provide testimony as needed in the appropriate forum;
 - Conduct relevant research and participate in other enforcement or education related activities as determined by a supervisor;
 - Keep abreast of trends in the housing sector and provide support for HOPE's resource development initiatives;
 - Professionally and effectively represent HOPE in a variety of forums, as assigned; and
 - Work collaboratively, sharing knowledge, participating in discussions and providing investigative support to colleagues.
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PREFERRED QUALIFICATIONS:

- Possess or develop a strong understanding of:
 - Fair housing statutes;
 - Investigation best practices;
 - State and federal administrative complaint and legal processes;
 - Landlord/tenant laws and issues; and

- Various additional legal concepts pertaining to fair housing.
 - Bachelor's degree; Master's Degree and/or J.D. useful but not required;
 - Experience conducting civil rights investigations and enforcement activities preferred;
 - Exceptional interpersonal and communication skills that include:
 - Multicultural competency with an appreciation for diversity and integration;
 - Excellent oral, written, and listening skills;
 - Clear and open communication style;
 - Positive, team-player attitude focused on collaboration;
 - Outstanding time management and scheduling skills, with the ability to manage multiple tasks simultaneously;
 - Superior accuracy, attention to detail, and analytical skills; and
 - Ability to represent HOPE effectively in a professional manner and engage in public speaking.
 - Capacity to design, coordinate, carry out, and evaluate fair housing investigations as thoroughly, but efficiently, as necessary;
 - High proficiency in Microsoft Office Suite with versatility to adapt to a variety of information and communication technologies;
 - Willingness to learn, research, and develop as a fair housing professional;
 - Aptitude for setting benchmarks, meeting deadlines, and fulfilling contract obligations;
 - Ability to keep records and maintain case files;
 - Experience with or willingness to learn volunteer recruitment, management and retention strategies;
 - Have reliable transportation and willingness to travel, as-needed, throughout HOPE's service area for investigative purposes; and
 - Demonstrate a firm commitment to fair housing and civil rights.
 - Bi-lingual Spanish useful, but not required
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COMPENSATION:

- Commensurate with experience;
 - Salary competitive with other local nonprofits;
 - Medical, dental, life, disability, and vision benefits;
 - IRA match option; and
 - Vacation and sick leave package.
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Location:

202 W. Willow Avenue
Suite 203
Wheaton, IL 60187

TO APPLY:

Email a copy of your resume AND cover letter to shirley.stacy@hopefair.org.

No in-person applications will be accepted. No phone calls please. Direct any questions to the email address listed above. All resumes/cover letters must be received by March 12, 2018. We will repost the opportunity with a new expiration date if it is not filled. HOPE provides equal employment opportunities (EEO) to all employees and applicants for employment. Please visit our website at www.hopefair.org.