

Legal Services of Eastern
Fair Housing Center (FHC)
Job Position Description
Fair Housing Test Coordinator

The mission of the Fair Housing Center (FHC) at Legal Services of Eastern is to ensure equal housing opportunities for all people, regardless of race, sex, age, color, religion, national origin, familial, marital, or disability status. The Fair Housing Center addresses the needs of individual clients by providing reactive services such as responding to housing complaints, and proactive services such as investigating patterns or practices of discrimination.

Responsibilities

The Fair Housing Test Coordinator will work cooperatively with the Program Manager and the Fair Housing Attorneys to accomplish tasks according to the program requirements. The Fair Housing Test Coordinator position shall have the following general duties:

- Be responsible for the recruitment, training and monitoring of fair housing volunteer testers.
- Research test sites, make test assignments, and monitor testing activity.
- Review test reports for completion and clarity.
- Record and process pay sheets, and prepare and forward test files to attorneys.
- Assist in the development of fair housing outreach materials and conduct community presentations, including organizing local fair housing conferences.
- Regularly maintain the testing database as well as a current tester database.
- Complete monthly, quarterly, and annual reports in a timely manner.
- Assist with multiple systemic investigation projects per year.
- Advocate for fair housing generally and refer individuals with a potential fair housing claim to the fair housing attorneys.
- Work with the fair housing attorneys to prepare testers and documents for any type of litigation or government complaint filed.
- Represent LSEM and the FHC consistently and effectively in a professional and exceptional manner.
- Other duties as assigned by FHC Supervisors

Knowledge, Skills and Abilities

- Excellent oral and written communication skills
- Ability to research, analyze, and advocate
- Proficiency with Microsoft Word, Excel and Access
- Ability to work efficiently and conscientiously both independently and in a group
- Volunteer retention and recruitment knowledge
- Strong public speaking and outreach skills

Qualifications

- Associate Degree in Business, Management, Legal Studies or Related field required.
- Bachelors Degree preferred.

Salary

Salary is commensurate with qualifications and includes excellent benefits including medical, life insurance, short-term and long-term disability, retirement plan, vacation and personal time.

Application

Interested applicants should email a resume, references, and cover letter to:

humanresources@lsem-mi.org

LSEM is an equal opportunity employer committed to promoting diversity and inclusion in the workplace. We encourage minorities, women and persons with disabilities to apply.