



Housing Counseling Services, Inc.

2410 17th St., N.W. • Suite 100 • Adams Alley • Washington, D.C. 20009
202-667-7006 • www.housingetc.org

HCS FAIR HOUSING SPECIALIST POSITION DESCRIPTION

Posting Date: 10/17/16

Open until filled

Salary Range: \$40,000-\$48,000

HCS is seeking a dedicated, hardworking and team-oriented individual to join our staff as the Fair Housing Specialist. The Fair Housing Specialist will develop and provide training and education programs for the public and the housing industry professionals, assist clients with filing fair housing complaints, referrals, and follow up of cases, represent HCS at community events, promote fair housing through mass media, and perform other training and outreach activities designed to educate the community about fair housing rights and responsibilities.

RESPONSIBILITIES:

- Housing Counseling Services seeks an energetic self-starter for this position.
- Develop outreach and education tools on fair housing.
- Conduct fair housing activities including complaint intake and follow up, fair housing education and outreach, trainings, technical assistance on fair housing, distribution of fair housing materials.
- Provide workshops and trainings on fair housing and fair housing related information to the public.
- Conduct intake and analysis of client complaints; refer complaints to the proper enforcement agencies to ensure that complaints are addressed.
- Engage partnerships with community organizations, management companies, developers, attorneys, lenders, real estate professionals, and government officials.

QUALIFICATIONS:

- Logistics: Daily access to a car, extensive local travel is required.
- Relevant experience: Background in, or experience with, fair housing, marketing, community development, and/or real estate.
- Personal attributes: must be dynamic, flexible, self-directed, a strong multi-tasker, collaborative/team-focused, and have excellent analytical and public speaking skills.
- Knowledge of fair housing complaint procedures.
- Communication skills: Ability to translate technical information into layman's terms, ability to communicate effectively with a wide variety of people including: lenders, community groups, real estate professionals, landlords, attorneys, public officials, and low-income families from diverse cultures and backgrounds.
- Commitment to affordable housing, social justice and community education.
- Fluency in Spanish or other languages a plus.
- Nights and weekend work required.

HCS is an equal opportunity employer and affirmatively seeks diversity in its workforce. HCS recruits qualified applicants and advances in employment its employees without regard to race, religious creed, color, national origin, ancestry, physical or mental disability, marital or familial status, sex, age, sexual orientation, or any other category protected by law. Language skills are a plus!

Resumes and cover letters should be sent to employment@housingetc.org . Resumes without cover letters will not be considered.