



## **\*Employment Opportunity\***

### **Bilingual Fair Housing Test Coordinator**

New Jersey Citizen Action Education Fund, NJCAEF, is a nonprofit 501(c)(3) organization that works to empower low- and moderate-income people through research, education and training on public policy issues important to working families and seniors. NJCAEF is a HUD designated fair housing organization, ensuring compliance of the fair housing act, throughout New Jersey through education and testing investigations.

**Position Summary:** Testing is a method of measuring and documenting differences in treatment experienced by home-seekers. The Testing Coordinator is primarily responsible for administering the agency's testing program as well as advocating for home seekers who have experienced housing discrimination. The Testing Coordinator's primary duty is planning, coordinating and evaluating fair housing testing investigations and maintaining all documentation relating to complaint allegations and investigations. NJCAEF is hiring a full-time, Test Coordinator (TC) for the fair housing department. Working under the direction of the Director, the Test Coordinator is responsible for intake and case management of fair housing complaint allegations, technical assistance requests, landlord/tenant complaints, and requests for fair housing information or referrals.

#### **Essential Responsibilities:**

The responsibilities of the Testing Coordinator include but are not limited to:

- Tester Recruitment, Training and Management:
- Conduct community outreach and related strategies to provide information about fair housing rights, gain support for the project and recruit fair housing testers
- Organize and conduct tester trainings utilizing approved methodologies for testing for possible housing discrimination
- Coordinate tester schedules to ensure availability to complete assignments
- Develop and implement initiatives that engage and otherwise encourage tester retention
- Recruit and maintain a diverse pool of fair housing testers
- Investigate individual and systemic cases of housing discrimination and coordinate systemic, audit, and complaint-based tests
- Coordinate fair housing tests by assigning appropriate, qualified and trained testers, designing the tests using approved methodology, debriefing the testers, maintaining and evaluating test data, and reporting test results
- Maintain detailed case records; prepare and present accurate and reliable summaries of findings, recommendations and relevant statistical data
- Work with legal staff to enhance responses to discrimination complaints
- Develop a working knowledge of mapping software and other methods to identify sites for systemic fair housing investigations

### **Additional Responsibilities:**

- Create and update tester training and reporting materials as necessary
- Conduct intake of suspected cases of housing discrimination; advise clients on housing rights and make appropriate referrals
- Research property owners, tax records, corporate ownership, and other related items as necessary to complete an investigation for enforcement proceedings
- Provide testimony, if needed, at deposition or at trial regarding all aspects of the testing investigation
- Identify emerging issues and develop programs to appropriately address them
- Keep informed of developments in federal, state, and local laws, regulations, guidelines, and court cases
- Share in organization's development and administrative tasks and events as needed
- Maintain data systems, meticulous records of activities, and prepare periodic activity reports for funders
- Assist with document preparation in legal proceedings as required
- Attend appropriate training for fair housing/other skills development
- Attend community meetings to recruit potential fair housing testers and network with other community groups for referrals and testers
- Conduct community-based education and outreach activities for target geographic areas or constituencies, as needed

### **Knowledge and Abilities:**

- Passionate commitment to fair housing and civil rights; ability to engage in constructive approaches to persistent problems of discrimination and segregation
- Ability to strategize, plan and implement programmatic initiatives
- Outstanding project management skills; ability to set priorities, manage multiple tasks, and meet deadlines
- Ability to work independently and to support team efforts
- Commitment to going above and beyond to meet all contractual deadlines
- Experience in working effectively and respectfully with individuals from diverse backgrounds; skill in dealing with confidential and sensitive issues
- Excellent verbal and written communication skills; effectiveness with facilitation and training for varied audiences
- Excellent interpersonal skills and the ability to exhibit consistent patience, tact, and professional composure
- Excellent oral and written communication skills, especially public speaking.
- Ability to be self-directed, develop and maintain priorities and conduct multiple tasks in a given timeframe.
- Ability to develop contacts and schedule presentations.
- Exceptional time management and planning expertise.
- General computer skills, including familiarity with Microsoft Office (e.g., MS Word, Excel, Outlook), and other word processing and database applications.
- Ability to become proficient in the areas of fair housing, fair housing legislation and fair housing issues

**Required Education and Experience:**

- Bilingual in English and Spanish
- Bachelor's degree from an accredited college or university
- Experience working with low- and moderate-income individuals and communities a plus
- Ability to work some night and weekend hours as needed.

**Compensation:**

Full-time position. Competitive salary ranging from \$45,000 - \$50,000, depending on experience with comprehensive health care, dental, vacation, and other benefits.

**Position based in our Highland Park office.**

**Email cover letter and resume to:**

Mariela Santana, Director of Fair Housing Investigations

Email: [mariela@njcitizenaction.org](mailto:mariela@njcitizenaction.org)

Visit our website [www.njcitizenaction.org](http://www.njcitizenaction.org)

NJCAEF is an Equal Opportunity Employer – Women and people of color are encouraged to apply!