



**Fair Housing Continuum, Inc.**  
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The Fair Housing Continuum, Inc. (Continuum) is seeking a Testing Coordinator to work on a HUD FHIP multi-year grant in East Central Florida. The grant area includes Brevard, Indian River, Orange, Osceola, Seminole, and Volusia Counties. A Job Description is attached.

The applicant will need to be able to travel in this area, work flexible hours, and have the ability to identify and resolve problems seeking solutions both independently and through teamwork. The applicant must be self-motivated with pride in their accomplishments. The Continuum is a small organization with an excellent reputation of providing quality service with minimal turnover for 20 plus years. The cost of living in Florida is very manageable.

Please send resume and/or contact David Baade.

*David L. Baade*  
President/CEO  
[www.fairhousingcontinuum.org](http://www.fairhousingcontinuum.org)

## **The Fair Housing Continuum, Inc. Job Description**

**POSITION: Testing Coordinator**

**SALARY LEVEL:** \$17.00 - 20.00 per hr

**EMPLOYEE NAME:**

**SUPERVISOR:** Deputy Director

**PREPARED BY:** Executive Director

**APPROVED BY:** Executive Director

**SUMMARY:** Plans, coordinates and establishes testing program to include recruitment, screening, and training of testers, selection of test sites, tester assignments, and the analysis of test reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Coordinates with Deputy Director to conduct complaint based and systemic testing.

Confers with legal staff in preparation of testing complaints and testing evidence.

Prepares analysis of Tests and all associated reports.

Manages Tester recruitment and Tester Training Program.

Reviews activity reports and financial statements to determine progress and status in attaining objectives and revises objectives and plans in accordance with current conditions.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises up to 50 volunteer testers.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Multi-lingual (Spanish) preferred, not required.

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to convert information to appropriate data formats.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

**PLANNING and ORGANIZATION:** Must be able to work a flexible schedule including some evenings and weekends with minimal supervision. Must be able to coordinate responsibilities

and complete assignments in a timely manner identifying problems and seeking solutions both independently and through teamwork.

**OTHER SKILLS and ABILITIES:** Detailed knowledge of computer software applications: Microsoft Word, Excel, Access, Power point, and related Windows applications.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.