

**Fair Housing Center of Greater Boston  
Position Profile**

**Testing Coordinator**

The Testing Coordinator is primarily responsible for assisting the Testing Program Manager in administering the Fair Housing Center of Greater Boston's (FHCGB) testing program as well as advocating for home seekers who have experienced housing discrimination.

**Organizational Background**

FHCGB is the only private nonprofit organization in Eastern Massachusetts solely focused on ending housing discrimination and promoting open communities. Going into its 15th year, FHCGB is positioned to advance its mission, develop new services, promote equity, and advocate for effective housing laws and policies.

The organization serves communities in Essex, Middlesex, Norfolk, Plymouth, and Suffolk counties. With a FY'11 operating budget of over half a million dollars, FHCGB currently employs a staff of ten people. Sources of revenue include support from private foundations, corporate contributions, individual donors, and the U.S. Department of Housing and Urban Development's Fair Housing Initiatives Program. The organization is located 100 Terrace Street, Suite B, Boston, MA 02120.

**Responsibilities**

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

**Tester Recruitment, Training and Retention:**

- Conduct community outreach and related strategies to provide information about fair housing rights, gain support for the project and recruit fair housing testers
- Set up and conduct fair housing workshops and trainings utilizing approved methodologies for testing housing discrimination complaints
- Develop and implement initiatives that engage and otherwise encourage tester retention

**Test coordination:**

- Develop and investigate individual and systemic cases of housing discrimination and coordinate systemic and complaint-based tests
- Maintain detailed case records; prepare and present accurate and reliable summaries of findings, recommendations and relevant statistical data
- Work with the Center's Enforcement and Compliance Program Manager, enforcement agencies and legal services to enhance responses to discrimination complaints

The Fair Housing Center of Greater Boston is an affirmative action/equal opportunity employer,  
committed to promoting diversity in the workplace.

## **Education and Outreach:**

- Conduct community based education and outreach activities for target geographic areas or constituencies, as well as for potential funders (as needed), as defined by annual goals through the Outreach Director
- Share in organizational development and administrative tasks
- Other projects as determined by the Testing Program Manager or the Executive Director

## **Qualifications**

- Bachelor's Degree (BA or BS) and at least 3 years of experience in community education, community organizing or housing advocacy
- Passionate commitment to ending discrimination, particularly in the context of housing; skill in dealing with race and power issues; 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
- Thorough case preparation and record-keeping for reporting to government and other entities
- Experience in working effectively and respectfully with individuals from diverse backgrounds
- Ability to empower others, engage in continuous learning initiatives
- Excellent verbal and written communication skills; proven effectiveness with facilitation and training for varied audiences
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks, conduct research via the Internet
- Ability to work independently and to support team efforts
- Available to work some evenings, weekends
- Experience in fundraising and/or marketing and advertisement preferred, but not required

## **Compensation**

Competitive salary and benefits, commensurate with experience and comparable nonprofits in Massachusetts.

## **Contact Information**

In order to apply for this position, please submit cover letter, resume, and salary requirements to [info@bostonfairhousing.org](mailto:info@bostonfairhousing.org), no later than August 17, 2018.

The Fair Housing Center of Greater Boston is an equal opportunity employer, committed to modeling our mission through promoting diversity in the workplace. Candidates of color and Massachusetts residents are encouraged to apply.