

DENVER METRO FAIR HOUSING CENTER FAIR HOUSING OUTREACH SPECIALIST – JOB DESCRIPTION

The Denver Metro Fair Housing Center (DMFHC) has an immediate opening for a Fair Housing Outreach Specialist. The DMFHC is dedicated to eliminating housing discrimination and promoting housing choice for all people through education, advocacy, and enforcement of fair housing laws. DMFHC is a private non-profit organization established in 2012. DMFHC is primarily active in six Denver Metro counties: Adams, Arapahoe, Broomfield, Denver, Douglas and Jefferson.

Title: Fair Housing Outreach Specialist

Please submit resume and cover letter. DMFHC retains the option to continue advertising until position is filled.

Education Requirements: Bachelors degree in relevant field or equivalent experience in community outreach, housing and/or civil rights. Equivalent combination of education and experience will be considered.

Job Description: The Fair Housing Outreach Specialist works with the Enforcement Program Coordinator to implement local and regional enforcement and educational programs. The Fair Housing Outreach Specialist priority is to coordinate training and education programs for housing consumers and the housing industry, represent the organization at community-based and other events, promote fair housing through traditional, web-based and social media, and perform other education and outreach activities designed to educate the public about fair housing rights and responsibilities (approximately 75% of time). As needed, The Fair Housing Outreach Specialist will develop investigative strategies and plans, interview victims of housing discrimination, recruit and conduct training of testers, and conduct tests and investigations in the areas of rental, sales, lending, homeowners insurance, and accessibility as directed by the Enforcement Program Coordinator (approximately 25% of time). Other duties may be performed as assigned.

Skill Requirements:

- Ability to create exceptional written reports, newsletters, business correspondence and other organization materials.
- Experience in managing Social Media.
- Excellent written and verbal communication skills.
- Detail oriented.
- Exceptional organizational skills.
- Ability to represent the DMFHC in a professional manner.
- Ability to work with people of all races, ages, and diverse backgrounds.
- Must be self-directed as well as ability to work in a team environment.
- Must be dedicated to the fair housing rights of all protected classes.
- Bi-lingual Spanish useful but not required.

Essential Job Duties and Responsibilities:

- Foster and collaborate partnerships with community-based organizations, non-profit organizations, faith based organizations, civic organizations, etc. interested in participating in fair housing.
- Identify and provide fair housing training opportunities for the community (housing consumers, community groups, housing providers, etc.).
- Promote fair housing training opportunities in the community (housing consumers, community groups, housing providers, etc.) through marketing techniques including, but not limited to, social media, emails, and flyers.

- Assist in the recruitment and training of testers and other volunteers.
- Conduct intake and analysis of discrimination complaints as necessary and determined by intake volume.
- Conduct investigation of fair housing complaints and carry a client load as necessary and determined by complaint volume.
- Conduct audit based testing as assigned.
- Perform case management including all related functions such as intake, investigation, maintenance of client files, counseling, conciliation, referral to attorney or enforcement agency and follow up after referral.
- Design and conduct fair housing tests in consultation with others.
- Develop outreach and education tools, such as e-newsletters, newsletters, printed materials, videos, displays, exhibits and presentation outlines.
- Ensure compliance, record-keeping, and monthly reporting for outreach and education efforts of DMFHC.
- Exhibit a high level of personal energy and commitment.
- Willing to work a flexible schedule including evenings and weekends as required.
- Work with the team to support and further the mission and goals of the DMFHC and its programs.
- All other duties as assigned by the Executive Director to Affirmatively Further Fair Housing.

Please send cover letter and resume to csimpson@dmfhc.org. Use subject line “Fair Housing Outreach Specialist.”

DMFHC supports affirmative action and are dedicated to promoting equal employment opportunity.