



Employment Opportunity

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: NJCAEF is hiring a full-time, Test Coordinator (TC) who's primary responsibility is to plan, coordinate and evaluate fair housing testing investigations and maintain all documentation relating to complaint allegations and investigations.

Essential Responsibilities:

- Tester recruitment, training and maintain a diverse pool of fair housing tester
- 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
- 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 tests using approved methodology, briefing and debriefing 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
- Develop a working knowledge of mapping software and other methods to identify sites for systemic fair housing investigations
- Create and update tester training and reporting materials as necessary
- Assist with other NJCAEF programs and events

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
- Ability to work independently and to support team efforts
- Excellent oral and written communication skills,
- Ability to be self-directed, develop and maintain priorities and conduct multiple tasks in a given timeframe.
- 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 preferred
- Bachelor's degree from an accredited college or university
- Experience working with low- and moderate-income individuals and communities a plus
- Must have their own car, valid driver's license, and insurance
- Ability to work some night and weekend hours as needed.

Compensation:

Competitive salary, salary ranging from \$42,000 - \$45,000 with comprehensive health care, dental, vacation, and other benefits.

Location: Position based in our Highland Park office.

Email cover letter and resume to:

Candace Harper, Director of Fair Housing Enforcement

Email: candace@njcitizenaction.org

Visit our website www.njcitizenaction.org

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