



CHICAGO FAIR HOUSING OUTREACH, INTAKE AND TESTING COORDINATOR

Job Summary

Chicago Lawyers' Committee for Civil Rights, a not-for-profit organization with a long and successful history of civil rights enforcement and advocacy, seeks applicants for a Chicago Fair Housing Outreach, Intake and Testing Coordinator position. The Coordinator will engage in community outreach, process client intakes and oversee a testing program to identify housing discrimination in Chicago as a member of the Equitable Community Development and Housing team.

Our Equitable Community Development and Housing (ECDH) team provides legal and policy support to community-based organizations and coalitions in historic communities of color advocating for healthy, thriving communities and fighting gentrification and displacement. We also utilize impact litigation, policy advocacy, and community education to combat housing discrimination and barriers to opportunity. The Coordinator will work with ECDH staff to document and address housing discrimination based on race, ethnicity, and other protected classes.

Our Organization

Founded in 1969, Chicago Lawyers' Committee for Civil Rights works to secure racial equity and economic opportunity for all. We provide legal support through partnerships with the private bar and collaborate with grassroots organizations and other advocacy groups to implement community-based reforms. We have a diverse staff of 19 and a 21-member board that includes leaders from law firms, corporations, government, and philanthropy. Racial equity is central to our external advocacy, along with our internal operations. Chicago Lawyers' Committee has achieved significant litigation and policy reform victories throughout our history with support from over 40 member law firms. Pro bono partnerships are central to our business model and delivery of legal assistance.

Key Responsibilities

- Plan and conduct know-your-rights trainings and intake clinics
- Interview people seeking legal representation
- Conduct fair housing tests to discover discrimination in rental housing practices in Chicago
- Recruit, train, and maintain a diverse pool of testers
- Create and update tester training and reporting materials, as necessary

- Prepare and oversee tester assignments
- Review and analyze test results
- Manage client database and maintain detailed case records; prepare and present accurate and reliable summaries of findings, recommendations, and relevant statistical data
- Work with the ECDH team to design systemic investigations, assess cases for litigation, and advance systemic advocacy
- Provide testimony, if needed, at deposition or at trial regarding all aspects of the testing investigation
- Assist with grant reporting

Required Skills and Abilities

- A demonstrated commitment to racial justice
- Excellent verbal and written communications skills
- Written and spoken Spanish language fluency strongly preferred
- Project management experience, and a high level of organization and detail orientation
- Ability to work non-traditional work hours when needed to coordinate testing and conduct outreach.

Education and Experience

- Bachelor's degree
- Experience with fair housing law desirable but not necessary

Salary and Benefits: Competitive salary based on experience. Generous benefits include health, dental, life and disability insurance, paid leave, and a retirement savings plan.

To Apply: Please e-mail a cover letter, resume, and 3 references to: Elesha Jackson, Director of Administration, ejackson@clccrul.org. Applications will be accepted until the position is filled. In order to receive full and timely consideration, candidates are strongly encouraged to submit their applications by August 15, 2020. Please, no telephone inquiries.

Chicago Lawyers' Committee for Civil Rights is an Equal Opportunity Employer. We prioritize equity and inclusion in our organizational culture and hiring, and value candidates with lived experience in the communities we serve. We welcome all applicants regardless of race, color, ancestry, national origin, gender identity, sexual orientation, religion, age, disability, service in the military or other identify factor.