Bay Area Legal Services is a regional, non-profit public interest law firm providing the highest quality legal counsel by:

* Assisting individuals and non-profit groups with limited access to legal services;
* Resolving the legal problems of clients; and
* Preserving the independence, hope, and dignity of those we serve.

Position Title:

Team Coordinator for Fair Housing (Full-time) – Home Office Location: Ruskin

**Position Description:**

Bay Area Legal Services (BALS) is seeking to fill a full-time position for our Fair Housing Team. The Fair Housing Team assists individuals with limited access to legal services for housing issues. This position is an important part of the team and provides administrative and programmatic support for grant initiatives, assists in the preparation of grant applications, prepares required periodic reports, monitors grant deliverables and documents testing program activities according to grant requirements, performs training and gives presentations, recruits qualified testers (act as mystery shoppers) for the testing program. The Team Coordinator will be supervised by the Fair Housing Team Leader.

Applicants seeking employment with us should understand and share our commitment to the BALS’ mission and vision, and be willing to abide by the [four core values](https://bals.org/careers#values) of Bay Area Legal Services.

Illustrative Duties:

* Assist with Grant application preparation - with the Fair Housing Team Leader, and other staff
* Prepare quarterly reports to Grantor
* Monitor (weekly, monthly, and quarterly) progress on all grant deliverables to ensure grant requirements are met
* Generate large volume reports for review/approval as needed
* Managing Testing Program – which includes:
	+ Recruitment of qualified testers for program
	+ Training of testers selected for program
	+ Create and conduct presentations to train & educate testers
	+ Supervise, schedule, and direct tester activities
	+ Track and submit reports on tester activity according to program requirements
* Quarterly compliance review of grant contract
* Supports Fair Housing Team on grant related tasks
* Occasional travel between offices for meetings required.
* Other duties as assigned by the Team Leader

Minimum Qualifications:

* Bachelor’s degree and 1 year of experience with - Recruitment of staff or volunteers, Training of new staff or volunteers, and in-depth knowledge of Fair Housing requirements for non-profit grant recipients and administrative reporting or
* Bachelor’s degree may be substituted for: High school diploma and equivalency 2 years of experience with - Recruitment of staff or volunteers, Training of new staff or volunteers, and in-depth knowledge of Fair Housing requirements for non-profit grant recipients and administrative reporting.
* Intermediate level proficiency with MS Office software, including Word, Excel, PowerPoint and Outlook. Strong computer skills and comfortable with case management systems
* Excellent written and verbal communications skills. Ability to establish and maintain effective working relationships both internally and with external community contacts.
* Demonstrated ability to work independently, be a contributing member of a team, and ability to supervise staff or volunteers.
* Excellent attention to detail, organizational skills, ability to prioritize, shift priorities as demands arise and work under tight deadlines.
* Sympathetic and compassionate understanding of the social, economic, and legal issues faced by low-income individuals with limited access to such services. Ability to relate well and effectively with diverse groups and individuals.

Desirable Qualifications:

* Proficiency in Spanish valued.

Compensation:

* Depends upon experience, excellent benefits, and mileage reimbursement for travel

How to Apply:

* Send Resume and cover letter torecruiting@bals.org with subject line “Team Coordinator For Fair Housing”.
* Include where you applied for this position (ex: bals.org, LinkedIn, Indeed, etc.).

***Bay Area Legal Services is an equal opportunity employer. Qualified applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, or veteran status.***