Job Announcement
Enforcement Project Coordinator

The National Fair Housing Alliance (NFHA) is the country’s only national civil rights organization dedicated solely to eliminating all forms of housing and lending discrimination and ensuring equal housing opportunities for all people. Through its leadership, education and outreach, member services, public policy, community development, enforcement, homeownership, credit access, and tech equity initiatives, NFHA is dismantling longstanding barriers to equity, rooting out bias, and building diverse, inclusive, well-resourced communities. For more information about NFHA, visit www.nationalfairhousing.org.

Position Summary:

The Enforcement Project Coordinator works with NFHA’s enforcement and investigations team to develop innovative testing methodologies and implement cutting-edge investigations into institutionalized, data-driven policies and housing practices that perpetuate residential segregation and limit or deny access to housing, home loans, or insurance. NFHA’s office is located in Washington, DC, but a remote work opportunity is available for this position.

Responsibilities:

• Demonstrate commitment to NFHA’s mission and civil rights;
• Assist in the development of fair housing investigations, including testing investigations, throughout the country;
• Recruit and train individual testers;
• Conduct complaint intake;
• Conduct relevant market research;
• Assist in the preparation of fair housing lawsuits and administrative complaints and serve as a fact witness when necessary;
• Contribute to reports and summaries regarding investigative findings;
• Maintain organized investigation and case files and adhere to protocols for handling testing evidence;
• Maintain detailed and accurate time and travel records;
• Assist with community education and outreach, and represent NFHA in a professional manner;
• Actively participate in staff, enforcement division, and case meetings;
• Participate in professional development training;
• Be willing to travel on overnight trips on average once per month for three nights at a time (pending the status of the COVID-19 pandemic);
• Be flexible to work occasional weekends and evenings; and
• Other tasks as assigned.

Preferred Qualifications:

• At least one year of successful experience in housing, employment, or other investigation and enforcement;
• Demonstrated capacity for successfully planning and managing simultaneous projects;
• Excellent oral communication, critical thinking, and writing skills;
• Familiarity with civil rights statutes and regulations;
• Experience working with publicly available data, such as Census data, HMDA data, etc.
• Superb time management skills;
• Experience with public speaking;
• Attention to detail necessary;
• Ability to adapt, change plans, and be flexible on short notice in response to investigations; and
• Ability to work independently from remote locations without supervision.

Application Process:

Salary range is $55,000 - $65,000 DOE with health, vision, dental, and retirement benefit plans provided. NFHA is an equal opportunity employer that values and encourages diversity in its workforce. Interested applicants should send a resume and cover letter to personnel@nationalfairhousing.org. No telephone calls, please.

Applications are due by August 31, 2021. The position will remain open until filled.

Equal Opportunity Employer

NFHA is an Equal Opportunity Employer and does not discriminate based on sex, race, age, national origin, ethnicity, background, disability, or any other characteristic protected by law.