



731 James Street | Suite 200 | Syracuse, NY 13203 | www.cnyfairhousing.org | Phone (315) 471-0420

Job Announcement: Testing Coordinator

CNY Fair Housing is a non-profit organization dedicated to eliminating housing discrimination, promoting open and diverse communities, and ensuring equal access to housing opportunity for all people in Central and Northern New York.

Position Description: The Testing Coordinator is responsible for coordinating and conducting a variety of fair housing testing investigations. This is a full-time, grant-funded position with a salary range starting at \$44,000. Benefits package includes health and dental insurance, 403(b) with matching after one year, and generous parental leave.

The anticipated start for this position is November 2021. While CNY Fair Housing is based in Syracuse, remote workers may be considered for this position.

Essential Job Functions:

- Develop and coordinate testing investigations designed to assess compliance with fair housing laws;
- Effectively manage testers used on projects to ensure compliance with testing program standards regarding evidence collection, objectivity, timeliness and tester appreciation;
- Analyze test results;
- Provide interim and final reports on testing results and prepare findings for referral to appropriate grantors, organizations, agencies or legal counsel;
- Conduct case management, tracking, and follow-up;
- Coordinate and conduct tester trainings and community-based education and outreach activities;
- Comply with project work plans and budgets for civil rights testing under a variety of contracts and grants;
- Keep informed of developments in federal, state and local housing laws, regulations, and news;
- Other tasks as needed.

Qualifications:

- Bachelor's Degree or equivalent relevant experience;
- One year of successful experience in civil rights testing preferred;



731 James Street | Suite 200 | Syracuse, NY 13203 | www.cnyfairhousing.org | Phone (315) 471-0420

- Two years of professional experience, preferably including experience managing other individuals like interns or volunteers;
- The ability to apply critical thinking skills to civil rights investigations;
- A demonstrated interest in civil rights or social justice issues;
- Working knowledge of civil rights laws and a willingness to engage in continuing education on the laws, including reading relevant case law;
- Excellent organizational and time management skills, including the ability to prioritize and manage multiple projects with attention to detail, while meeting strict deadlines;
- Exceptional written and oral presentation skills;
- Willingness to learn and follow best practices for creating accessible documents and maintaining legal evidence;
- Proficiency in operating standard software applications; experience logging data and time into a database a plus;
- Ability to work independently and exercise sound judgment;
- Comfort working in a fast-paced environment with lots of change and collaboration with a diverse team; and,
- Self-motivation and the ability to problem solve.

Please submit resume and cover letter to info@cnyfairhousing.org if you are interested. CNY Fair Housing is an equal opportunity employer committed to promoting diversity in the workplace. Studies have shown that women and people of color are less likely to apply to a position if they do not meet all the qualifications. As such, if you think you would be a good fit, but do not meet all the qualifications, let us know why you want to join the organization and apply anyway.

###