

Job Announcement Project Coordinator

The National Fair Housing Alliance (NFHA) has an immediate opening for a Project Coordinator to join our team. NFHA is the only national organization dedicated to eliminating housing discrimination and expanding equal housing opportunities. Founded in 1988, NFHA is the trade association for private, nonprofit fair housing organizations. Our members also include agencies and individuals that support our mission. 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 Project Coordinator for the National Fair Housing Alliance (NFHA) plays a vital role. The Project Coordinator provides administrative support and assists with coordinating resources, meetings, and information across all program areas. This position is also responsible for managing databases, assisting with website management, and event coordination and production.

Responsibilities:

- Host, support and/or manage special webinars and meetings using Zoom. Including, but not limited to, creating banners and agendas, coordinating meeting logistics, conducting tech-checks (if necessary), and record, archive, and disseminating resources and recordings.
- Manage NFHA's Customer Relationship Manager (CRM) to track membership dues, event registrations, and/or donations.
- Manage and implement the data collection and analysis for 'NFHA's Annual Trends Report. Provide data visualizations, develop written content, and support the publication and promotion of the report.
- In concert with the Director of Communications, manage NFHA's main and micro-websites.
- Support and/or facilitate event planning for NFHA conferences and special events.
- In concert with the Associate Vice President of Programs, support and implement special projects\programs and critical research to further NFHA's mission.
- In concert with the Associate Vice President of Programs, provide technical support and data analytics to assess areas for improvement.

- Provide research assistance across all NFHA departments and develop opportunities for collaboration and information-sharing.
 - Prepare necessary presentation materials for meetings.
 - Provide administrative support across departments as needed.
 - Other duties as assigned.
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Preferred Qualifications:

NFHA seeks an outstanding individual to join our team. We are particularly interested in someone who:

- Bachelor's Degree or equivalent experience.
 - At least two years of professional experience in housing, nonprofit, community development, data analytics, or similar fields.
 - Professional experience and demonstrated knowledge in research, data management, and data visualization tools.
 - Demonstrated experience in using virtual events and/or meeting platforms.
 - Demonstrated experience in website management.
 - Demonstrated experience developing presentations.
 - Strong written and oral communication skills.
 - Strong organizational skills.
 - Competency in Microsoft applications, including Word, Excel, and Outlook.
 - Proven ability to work in culturally and ethnically diverse environments.
 - Strong interpersonal skills and ability to work effectively with various people and organizations.
 - Ability to analyze data.
 - Ability to influence and bring about consensus.
 - Ability to work independently.
 - Demonstrated commitment to civil and human rights.
 - Demonstrated commitment to professional growth and development.
 - Ability to represent the National Fair Housing Alliance professionally.
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Working Conditions:

- (a) Travel: 20%
- (b) Physical/Sensory Demands: Fast-paced working environment, extensive computer usage; comfortable maintaining professional and supervisory relationships over a long distance; extensive use of telephonic communications and video conferencing.

Application Process:

Interested applicants should send a resume, salary requirements, and cover letter to: **Attn: Personnel** via email at personnel@nationalfairhousing.org. No telephone calls, please.

The position will remain open until filled.

Affirmative Action/Equal Opportunity Statement:

NFHA supports affirmative action and is dedicated to promoting equal employment opportunities. NFHA does not discriminate on the basis of race, color, religion, national origin, ancestry, citizenship, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, disability, matriculation, political affiliation, or any other category or characteristic protected by the laws of the United States or the District of Columbia.
