



## EDUCATION & OUTREACH COORDINATOR

The Education & Outreach Coordinator of the Fair Housing Center of Central Indiana is responsible for the presentation, implementation, administration, and logistics in support of the Center's Education & Outreach Program. This position works in close collaboration with the Deputy Director and Executive Director.

### **Primary Responsibilities** (established by the Executive Director):

- Oversee planning and implementation of educational programming, including the annual Fair Housing Conference, Legal Seminar, and other core events;
- Deliver fair housing rights training and basic fair housing presentations to advance fair housing knowledge;
- Coordination of day-of event activities;
- Participate and network at community exhibits and fairs;
- Prepare sponsorship queries, written acknowledgement letters, and other sponsorship literature;
- Keep track of income & expenses for events: contracts, invitation printing & necessary supplies, etc. Ensure that purchases are cost effective and competitively priced;
- Assist in creation of fair housing publications and maintain inventory;
- Coordinate and assist in the development of communication pieces on social media;
- Oversee communication campaigns including newsletters, PSAs, etc.
- Assist with web content management
- Help organize fundraising events, including solicitation of and communication with sponsors;
- Reply to general phone, email, and social media inquiries where appropriate;
- Manage and maintain outreach materials, training; and other supplies in a user-friendly manner
- Keep database updated with education outcomes;
- Develop reports for the Board and other leadership;
- Other duties as assigned.

### **Qualifications:**

- Bachelor's degree in related field or equivalent experience;
- Experienced, take charge professional with ability to manage administration and logistics in support of an active Education & Outreach Program;
- Knowledge of fair housing laws or ability to learn quickly for accurate information sharing;
- Must be able to anticipate event/project needs, discern work priorities, and meet deadlines with little supervision, and be willing to work occasional evenings or early mornings.
- Should have a love for special event management, provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external customers.
- Must be organized, thorough, accurate, and possess proficiency with computer and related needs;

- Possess good teamwork skills and the ability to work with a diverse population;
- Ability to coordinate multiple tasks simultaneously;
- Ability to work independently and as part of a team;
- Strong written and verbal skills;
- Available to attend evening and weekend meetings when needed;
- Access to reliable transportation; and
- Bi-lingual English/Spanish a plus.

**Salary Range:** \$45,000-48,000 to start, dependent on experience, skills, and abilities

**Benefits:** Health, Dental, and Optical Insurance are 100% paid for employee  
Paid holidays, annual leave, and personal leave  
403(b) retirement benefit contribution by FHCCI  
Parking provided

**Hours:** Position is full time. Hours may vary at times from week to week as a result of deadlines and position requirements. In-state travel may occur; some out-of-state travel occasionally. Remote working allowed for some hours after probation period.

**Other:** A criminal background check is required due to federal funding requirements and potential involvement in litigation. The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the position described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the position.

**To apply for this position, you MUST submit the following to be considered:**

- Submit a cover letter of no more than one page explaining your interest in the position and any other information not included elsewhere.
- Submit a detailed resume of current and past positions, dates worked, and duties thereof.
- Submit a writing sample of one page describing what fair housing means to you.
- Submit contact information for three professional references.
- Note: Documents submitted should be in pdf format.

**Applications will ONLY be considered if all the above items are received.** Email your completed application with the subject title "Education & Outreach Coordinator" to the attention of Amy Nelson, Executive Director, at [anelson@fhcci.org](mailto:anelson@fhcci.org)

Interviews will begin immediately. The position will remain open until filled. No phone calls or email inquiries, please.

***The Fair Housing Center of Central Indiana supports affirmative action and is dedicated to promoting equal employment opportunity.***