



JOB ANNOUNCEMENT: INTAKE ANALYST

Posted August 15, 2022

Applications accepted until position is filled

The Metropolitan Milwaukee Fair Housing Council (MMFHC) is seeking an Intake Analyst. MMFHC is a civil rights organization that operates throughout the State of Wisconsin. The mission of MMFHC is to promote fair housing by combating illegal housing discrimination, and by creating and maintaining racially and economically integrated housing patterns.

Intake Analyst position description

This is a full-time position (40 hours a week) based in MMFHC's Milwaukee office. The salary range for this position is \$46,000 to \$52,000, depending on experience and qualifications. The Intake Analyst will report directly to MMFHC's Executive Vice President, and will conduct the following activities:

1. Provide counseling and assistance to housing consumers on the purposes and provisions of local, state and federal fair housing laws.
2. Conduct intake of housing discrimination complaints alleging violations of fair housing laws. The Intake Analyst will interview potential complainants and obtain complete and accurate information for referral and review by supervisor(s) or another agency as directed.
3. Advise complainants on their options for pursuing complaints through administrative or judicial actions.
4. Act as a liaison between complainants, attorneys, and public administrative agencies during the process of seeking a resolution to a housing discrimination complaint.
5. Prepare documents for referral to attorneys and/or public administrative agencies.
6. Maintain detailed, confidential records pertaining to complaints.
7. Assist with preparation of reports as directed.
8. Conduct fair housing outreach and training as directed by supervisor(s).
9. Undertake continuous efforts to educate oneself on fair housing laws, regulations, policies, procedures, issues and programs relevant to effective job performance.

Desired experience and qualifications

1. Commitment to the MMFHC mission and vigorous enforcement of fair housing laws.
2. Experience providing direct client services to diverse groups of people, including persons with disabilities.
3. Experience in maintaining detailed and confidential records.
4. Legal experience or working in civil rights enforcement is a plus.
5. Exceptional analytical and critical thinking skills.
6. Strong time management and multitasking abilities.
7. Ability to explain legal concepts in simple, easy-to-understand language.
8. Excellent written and verbal communication skills.
9. Ability to respond to clients with urgent needs while remaining calm, professional and organized.
10. Willingness to alternate between independent work and work in a collaborative team environment.
11. Ability to accept and act upon performance-based direction.
12. Spanish or Hmong language skills highly desirable.
13. Some availability to work evenings and weekends may be necessary.
14. B.A./B.S. preferred, but commensurate experience will be considered.

Residency in the City of Milwaukee is required for this position. Candidates must either be currently residing in or move to the City within 90 days of start date of employment.

How to Apply

NO TELEPHONE INQUIRIES ACCEPTED

Please submit a cover letter and current résumé to:

MMFHC

Attention: Human Resources Committee

759 N. Milwaukee Street, Suite 500

Milwaukee, WI 53202

Or via email to:

Rachel Scalise, Executive Assistant

rscalise@fairhousingwisconsin.com

***MMFHC is an equal opportunity employer.
If you need materials in alternate formats or other accommodations,
please call 414-278-1240.***