

**Fair Housing Council of Riverside County, Inc.**

FHIP PEI Program Assistant

**Position:**  Program Assistant

**Report to:** FHIP Program Manager

The Program Assistant is responsible for general support activities for the daily operations of FHIP PEI grants. These activities include scanning, file management, data entry, preparing mailings, and other clerical tasks required in maintaining a regular office workflow environment. The Program Assistant is also responsible for generally assisting the Executive Director and program staff with other tasks and projects as the needs arise.

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**General Responsibilities:**

Under general supervision, or direction of the Program manager

* Assist with tester recruitment of a diverse pool of testers
* Screening potential testers to ensure they meet specific qualifications
* Preparation of tester files
* Conducting criminal background checks for potential testers
* identifies potential testing sites showing possible existence of housing discrimination via internet property search, U.S. Census, policymap.com, demographics.virginia.edu, antibiaslaw.com
* Verifies census trac #
* Makes initial call to testing site to verify availability
* Maintains log of all testing sites
* Write up initial contact form
* Preparation of file folder for testing
* Monitors and performs audits/quality control of files.
* performs related duties and responsibilities assigned.

**Requirements:**

* Fair Housing experience
* Commitment to civil rights and advocacy
* Excellent organizational aptitude
* Excellent oral and written communication skills
* Excellent telephone etiquette
* Knowledge of computers: Microsoft Office, Excel, Access, Power Point, Publisher, and Word
* Knowledge of rental market (contract, lease agreements, month-to-month rental agreements, and federal guidelines for low to moderate income)
* Assist with small and large group presentations
* Be able to work with diverse groups
* Be a self-starter and function with minimal supervision
* Possess and maintain a valid California Driver’s License and auto insurance
* Possess a reliable form of transportation

**EDUCATION AND EXPERIENCE**

* Bachelor’s Degree and or three years’ experience.
* One-year full-time work experience involving housing counseling or one year experience in housing.
* Knowledge of federal and state fair housing laws is essential.
* Bilingual (E/S) capability.

**OTHER REQUIREMENTS:**

This position will require some infrequent non-traditional work for conducting presentations or for attending community events (i.e., Saturday mornings or early evening, weekdays) in which case, flextime is authorized as compensatory time.

**Email cover letter and resume to:**

Candace Harper, FHIP PEI Program Manager

Email: charper@fairhousing.net

Visit our website <https://fairhousing.net/>

The Fair Housing Council of Riverside County, Inc. is an equal opportunity employer. All applicants will be given equal consideration regardless of race, color, national origin, religion, sex, sexual orientation, disability, age, ancestry, pregnancy or other medical conditions, marital status, or veteran status. Our policy requires that all persons interested in employment complete a written application for a position which has been advertised or posted and for which they are qualified. A resume alone is not sufficient to consider an individual as an applicant. Individuals will not be considered applicants if they exclude the following information: 1) the position applied for and the date, 2) information required by law, including social security number and authorization to work in the United States, 3) a complete employment history including the name of the employer, dates of employment, rate of pay and reason for leaving, 4) signature of application. All applications are reviewed and will be used to determine eligibility.