

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

Fair Housing Education and Outreach Specialist

Position: Fair Housing Education and Outreach Specialist

Report to: FHIP Program Manager

Under general supervision, or direction, performs a diverse range of duties involved in community-based education and outreach efforts to assist consumers in understanding Fair Housing Laws.

The Fair Housing Outreach and Education Specialist is responsible for the implementation and promotion of all Fair Housing outreach and education activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Develop education and outreach materials, curriculum and advertisements focused on Fair Housing. Outreach will also be focused in areas with a large Hispanic population and in areas with a high immigrant population
* Conduct fair housing education and outreach to consumers, local students, lenders, home builders, homeowners, municipalities, and city officials.
* Establish and maintain working relationships between lenders, home builders, local universities, local networking groups and municipalities.
* Schedule and conduct workshops and presentations to various groups, including but not limited to the public, private and community-based organizations, and specifically consumer groups and communities where direct access participation is low where the level of reported abuses is high.
* Coordinate and conduct meetings.
* Disseminate outreach literature.
* Host workshops/seminars designed to raise awareness of Fair Housing Laws for consumers and real estate professionals.
* Attend community events (hosting booths at community events).
* Assist with other FHCRC programs and events as assigned.

**MINIMUM KNOWLEDGE AND QUALIFICATION**

The successful applicant must possess extensive knowledge of the fair housing principles. He/She must also:

* have excellent verbal, interpersonal, written communication, and case assessment skills.
* be able to work with a diverse audience. Also, he/she must be able to exhibit patience, tact and respect when dealing with the general public and other FHCRC staff members.
* be able to conduct small and large group presentation; He/She must have excellent public speaking and interpersonal skills.
* Having experience with computers, data entry and databases is essential.
* must be able to function with little supervision to perform tasks.
* be able to write and present recurring and special reports in a clear, concise, and timely manner.
* be familiar with social media and website maintenance.
* be able to conduct research, collect, compile, analyze and present information in understandable and relevant terms.

**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.

**SPECIAL REQUIREMENTS**

Possess and maintain a valid California driver’s license and a reliable/insured vehicle.

**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.