



Job Announcement
Enforcement Project
Coordinator

About the National Fair Housing Alliance

The National Fair Housing Alliance (NFHA) has an immediate opening for a dynamic, results-oriented visionary to serve as the Enforcement Project Coordinator. NFHA leads the fair housing movement and is the nation's only national organization exclusively dedicated to eliminating all forms of housing discrimination and ensuring equitable housing opportunities for all people and communities. We have a diverse, experienced, mission-driven, and impactful team that has developed equity-based policies at the federal, state, and local levels to expand fair housing opportunities; brought precedent-setting litigation to eliminate some of the most heinous forms of housing discrimination; conducted groundbreaking research to promote equitable solutions; and invested millions of dollars in underserved communities. We have solid relationships, built on trust, with national, regional, and local organizations, and we effectively draw upon these connections to reach vital goals. We are game changers that millions of people rely upon to advance fair housing.

Where you live matters. It affects every aspect of your life and determines whether you have access to the options and opportunities we all need to thrive. Yet despite important existing federal laws, more than 4 million acts of housing discrimination occur in the U.S. each year, and housing inequality remains stubbornly entrenched. That is why—through its education and outreach, member services, public policy, and advocacy, housing and community development, tech equity, enforcement, and consulting and compliance programs—NFHA is dismantling longstanding barriers to equity, rooting out bias, and building diverse, inclusive, well-resourced communities.

To learn more about NFHA, please visit <https://nationalfairhousing.org/>.

Job Title: Enforcement Project Coordinator

Department: Enforcement

Supervisor: Vice President of Enforcement

Location: Remote

Status: Full-Time Exempt

Summary

The Enforcement Project Coordinator works with NFHA's enforcement and investigations team to develop innovative testing methodologies and implement cutting-edge investigations into institutionalized, data-driven policies and housing practices that perpetuate residential segregation and limit or deny access to housing, home loans, or insurance. NFHA's office is

located in Washington, DC, but a remote work opportunity is available for this position.

Duties & Responsibilities

- Demonstrate commitment to NFHA's mission and civil rights;
- Assist in the development of fair housing investigations, including testing investigations, throughout the country;
- Recruit and train individual testers;
- Conduct complaint intake;
- Conduct relevant market research;
- Assist in the preparation of fair housing lawsuits and administrative complaints and serve as a fact witness when necessary;
- Contribute to reports and summaries regarding investigative findings;
- Maintain organized investigation and case files and adhere to protocols for handling testing evidence;
- Maintain detailed and accurate time and travel records;
- Assist with community education and outreach, and represent NFHA in a professional manner;
- Actively participate in staff, enforcement division, and case meetings;
- Participate in professional development training;
- Travel for overnight trips on average once per month; and
- Work occasional weekends and evenings; and
- Other tasks as assigned.

Qualifications

Required

- Bachelor's Degree in a related field or equivalent professional experience.
- At least one year of successful investigation and enforcement experience in fair housing, employment, or in other related field;
- Intermediate proficiency in MS Office suite of products;
- Demonstrated capacity for successfully planning and managing simultaneous projects;
- Excellent oral communication, critical thinking, and writing skills;
- Superb time management skills;
- Experience with public speaking;
- Attention to detail;
- Ability to adapt, change plans, and be flexible on short notice in response to investigations; and
- Ability to work independently from remote locations without supervision.

Desired

- Familiarity with civil rights statutes and regulations;
- Experience working with publicly available data, such as Census data, HMDA data, etc.

Application Process:

The salary range for this role is \$60,000 - \$65,000 annually. Salary is commensurate with experience and demonstrated achievements. NFHA offers paid health, vision, and dental coverage

for employees and their families, as well as life and long-term disability insurance. Employees are also able to enroll in NFHA's 403(b) retirement benefit plan. Interested applicants should send a resume and cover letter to: **Attn: ENFORCEMENT PROJECT COORDINATOR to careers@nationalfairhousing.org**. Incomplete applications with no cover letter will not be considered. No telephone calls, please.

Applications are due by May 17, 2024. The position will remain open until it is filled.

Affirmative Action/Equal Opportunity Statement:

NFHA values and encourages diversity in its workforce. 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.