

Fair Housing Testing & Investigations Coordinator

Location: 11501 NW 2nd Avenue, Miami, FL 33168

Job Type: Full-time, In-person

Pay Range: \$45,000 – \$47,000 per year

Housing Opportunities Project for Excellence (HOPE), Inc. is seeking a **Fair Housing Testing & Investigations Coordinator** to assist in administering HOPE's fair housing enforcement initiatives and advocating for individuals who believe they have experienced housing discrimination.

Position Overview

The **Testing & Investigations Coordinator** conducts all phases of fair housing testing activities designed to identify, investigate, and combat unlawful housing discrimination based on race, color, religion, national origin, sex, disability, familial status, or other protected classes under federal, state, or local fair housing laws.

This role involves working directly with community members, testers, and enforcement partners to ensure fair housing compliance and accountability.

Primary Responsibilities

Tester Recruitment, Training, and Retention

- Conduct community outreach to promote fair housing awareness and recruit testers.
- Set up and conduct fair housing training sessions using approved methods.
- Develop and implement strategies to engage and retain testers.

Test Coordination

- Develop and investigate individual and systemic cases of housing discrimination.
- Coordinate complaint-based and systemic tests of residential real estate transactions.
- Design test strategies, select testers, and provide detailed test instructions.
- Analyze test reports and debriefing notes to identify potential discrimination.
- Prepare reports and recommend follow-up investigations as appropriate.
- Maintain accurate case records and statistical summaries.
- Collaborate with enforcement agencies and legal partners on discrimination cases.
- Stay informed of fair housing laws, rules, and legal developments.

Complaint Intake

- Receive and record calls from HOPE's Housing Discrimination Hotline.
- Conduct intakes and provide fair housing counseling and referrals.
- Maintain a log of calls and services provided.

Education and Outreach

- Conduct outreach to support HOPE's educational and training initiatives.
- Participate in community events and outreach projects as assigned.

Other Duties

- Assist with projects and initiatives as determined by the President & CEO or Vice President.
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Qualifications

- Bachelor's Degree (BA or BS) and **at least two years of experience** in community education, organizing, housing advocacy, or a related field.
 - Strong commitment to ending housing discrimination and promoting fair housing rights.
 - Excellent organizational and project management skills.
 - Strong analytical and writing abilities with attention to detail.
 - Experience in working respectfully with diverse communities.
 - Proficient in Microsoft Office Suite (Excel, Word, PowerPoint) and Adobe.
 - Ability to research housing markets and property information online.
 - Strong communication and facilitation skills for varied audiences.
 - Willingness to work some evenings and weekends (alternative 40-hour schedule).
 - Experience in marketing or advertising is a plus.
 - **Bilingual English/Spanish** is a plus, but not required.
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Benefits

- 401(k)
 - Flexible schedule
 - Flexible spending account
 - Health insurance
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Application Instructions

To apply, please submit the following by **November 29, 2025**:

- Cover letter
- Resume
- Salary requirements
- Two professional references



Send to:

Attn: Hiring Manager
HOPE, Inc. Fair Housing Center
11501 NW 2nd Avenue
Miami, FL 33168
Email: hopefhc@comcast.net

HOPE, Inc. is an Equal Opportunity Employer

We are committed to promoting diversity, equity, and inclusion in the workplace and modeling our mission through every aspect of our work.