

Central Alabama Fair Housing Center
Job Announcement
Attorney/Advocate Position

Essential Duties and Responsibilities

The Central Alabama Fair Housing Center's (CAFHC) attorney/advocate reports to the Executive Director. The attorney is expected to:

Leadership

- Work with the Executive Director on ensuring that the organizational mission and vision are accomplished.

Outreach (10%)

- Serve as a spokesperson and make public presentations with other community and social justice groups on behalf of CAFHC as directed by the Executive Director.
- Conduct fair housing outreach and training as directed by the Executive Director to increase awareness of fair housing issues and to increase complaint referrals.

Programmatic (90%)

- Conduct intake of housing discrimination complaints.
- Participate in all aspects of client representation.
- Manage and maintain a database of complaints.
- Provide legal advice to individual clients as warranted.
- Conduct legal research.
- Identify emerging issues and develop appropriate priorities on housing discrimination, working in collaboration with other organizations, as warranted.
- Stay informed on relevant legislation, regulations, ordinances, case law and current events for investigative and testing purposes.
- Develop, along with the Executive Director, advocacy priorities and strategies
- Develop and maintain strong working relationships with other social justice groups, disability organizations, city officials, and other advocates to promote joint goals.

Qualifications:

- Demonstrated commitment to fair housing and civil rights.
- Administrative, organizational and managerial skills.
- Demonstrated effective written and verbal communication and public relations skills
- Proficient use of technology in relation to daily operations.
- Alabama Bar license.

Please send a cover letter expressing interest and a resume or curriculum vitae to:
Hiring Committee, at info@cafhc.org. The position will remain open until filled.