



FAIR HOUSING TESTING COORDINATOR

High Plains Fair Housing Center has an immediate opening for a dynamic, results-oriented visionary to serve as Fair Housing Specialist –Testing Coordinator. High Plains is the only organization in the state of North Dakota that is dedicated to eliminating all forms of housing discrimination and ensuring equitable housing opportunities for all people and communities.

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 state and federal laws housing discrimination still happens. High Plains is working hard to dismantle longstanding barriers to equity, rooting out bias, and building diverse, inclusive communities in North Dakota.

The **Fair Housing Testing Coordinator** works with High Plains' enforcement and investigations team to develop innovative testing methodologies to investigate housing discrimination and end discriminatory housing practices

What is fair housing testing? Testing is an investigative tool used by fair housing organizations and government agencies to uncover illegal housing discrimination. Testing is a simulated housing transaction designed to obtain evidence of any differential treatment based on protected classes.

Typically, testing involves using people with similar profiles, but who differ in one protected characteristic, such as race. Common tests include responding to a rental or sale advertisement and viewing an advertised property. Testing is a legitimate and necessary method of uncovering illegal housing discrimination. Without testing, most housing discrimination goes undetected.

Extensive fair housing training provided. You can learn more about High Plains at www.highplainsfhc.org

Responsibilities:

- Maintain detailed case records; prepare and present accurate and reliable summaries of findings, recommendations and relevant statistical data.
- Participate in discrimination complaints and/or lawsuits.
- Provide support for city, state, and federal grant reporting.
- Conduct community outreach and related strategies to provide information about fair housing rights, gain support for the project and recruit fair housing testers.
- Set up and conduct tester trainings utilizing approved methodologies for testing housing discrimination complaints.
- Coordinate tester schedules to ensure availability to complete assignments.
- Work with staff to enhance responses to discrimination complaints.

Additional Responsibilities:

- Conduct community-based education and outreach activities for target geographic areas or constituencies, as defined by the Executive Director.
- Share in organizational development and administrative tasks.
- Assist in data analysis to support investigations (training provided).
- Ability to work independently and to support team efforts.
- Exhibit a high level of personal energy and commitment.
- Work with the team to support and further the mission and goals of the High Plains Fair Housing Center and its programs.
- Experience in working effectively and respectfully with individuals from diverse backgrounds; skill in dealing with confidential and sensitive issues.
- Excellent verbal and written communication skills; proven effectiveness with facilitation and training for varied audiences.

Qualifications:

- Experience in community organizing, volunteer coordination or housing advocacy preferred but not required.
- Must be organized and detail oriented.
- **Passionate commitment to ending discrimination; ability to engage in constructive approaches to persistent problems of discrimination and segregation.**
- Outstanding project management skills: ability to set priorities, manage multiple tasks and meet deadlines.
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks, conduct research via the Internet.
- Available to work some evenings, weekends, travel within North Dakota is required.
- Driver's License and reliable transportation.
- Bachelor's Degree (BA or BS) or working toward a degree.
- Passionate commitment to ending discrimination; ability to engage in constructive approaches to persistent problems of discrimination and segregation.

Other details:

- Ability to strategize, plan, and implement programmatic initiatives.
- Able to pass a criminal background check.
- This is a one year grant funded position that may be extended.
- Salary range \$40,000- \$45,000 depending on experience. (Full time includes 403b, health insurance stipend).
- This is a hybrid position with some office time in Grand Forks required.

If you believe you meet the qualifications and are interested, please send cover letter and resume to michelle@highplainsfhc.org; open until filled. Interviews will start June 26, 2024.