



Posted: June, 2022

Help Fight Housing Discrimination
Fair Housing Specialist: Intake and Enforcement
Part Time

Job Purpose

The Complaint Intake Specialist will have responsibility for processing ND Rent Help applications.

Duties and Responsibilities

- Assist clients in ND Rent Help applications
- Perform case management including all related functions such as intake, investigation, maintenance of client files, counseling, conciliation, referral to attorney or enforcement agency and follow up after referral
- 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
- Share in organizational development and administrative tasks
- 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

www.highplainsfhc.org

High Plains Fair Housing Center | info@highplainsfhc.org
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Nothing in this letter is legal advice, for legal advice please see an attorney.

Qualifications

- Bachelor's Degree (BA or BS) preferred.
- Passionate commitment to ending discrimination; ability to engage in constructive approaches to persistent problems of discrimination and segregation
- Ability to strategize, plan and implement programmatic initiatives
- Outstanding project management skills; ability to set priorities, manage multiple tasks and meet deadlines
- Must be able to write monthly/quarterly reports, business correspondence and other organization materials
- Must be dedicated to the fair housing rights of all protected classes
- Excellent written and verbal skills
- Available to work some evenings, weekends
- Hold a valid Driver's License
- Able to pass a criminal background check

Hours: Position can be part time. Hours may vary from week to week as a result of deadlines and position requirements. In-state travel required; some out-of-state travel occasionally.

Other: A criminal background check is required due to federal funding requirements and potential involvement in litigation. The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the position described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the position.

To apply for this position, you MUST submit the following to be considered:

- Submit a cover letter of no more than one page explaining your interest in the position and any other information not included elsewhere.
- Submit a detailed resume of current and past positions, dates worked, and duties thereof.
- Submit contact information for three professional references.

Applications will ONLY be considered if all the above items are received. Email your completed application with the subject title "Fair Housing Specialist" to the attention of Michelle Rydz, Executive Director, at michelle@highplainsfhc.org

Interviews will begin immediately. The position will remain open until filled. High Plains is an affirmative action/equal opportunity employer, committed to promoting diversity in the workplace.

EXTENSIVE TRAINING PROGRAM- IF YOU ARE PASSIONATE ABOUT CIVIL RIGHTS CONSIDER APPLYING.