



## **Fair Housing Specialist-Advocacy and Outreach in Bismarck (central-western ND)**

High Plains Fair Housing Center seeks an innovative and energetic Fair Housing Specialist to work on fair housing advocacy and Community Education and Outreach of Fair Housing for all protected classes with emphasis to Native American Communities.

Reporting to the Associate Director and working closely with all staff, the Fair Housing Specialist will be primarily responsible for disseminating information about the work of the organization in an effort to raise the organization's profile, organizing community-based education projects that train and empower residents to assert their fair housing rights, building and maintaining relationships with key allies and partners, and developing and implementing initiatives to ensure that the Center's work is responsive to the concerns of target communities.

This is a part time grant funded position that may be extended depending upon funding. There is extensive training involved with this position, so if you are passionate about civil rights consider applying. This is a work at home position or an office co-share to be determined.

### **Responsibilities:**

- Conduct community outreach and related strategies to provide information about fair housing rights, gain support for the project and recruit fair housing testers particularly targeted to the Native American communities
- Develop and investigate individual and systemic cases of housing discrimination and coordinate systemic and complaint-based tests (training will be provided)
- Maintain detailed case records; prepare and present accurate and reliable summaries of findings, recommendations and relevant statistical data
- Work with staff to enhance responses to discrimination complaints
- Bachelor's Degree (BA or BS) or close to completion, advanced degree preferred. Experience in community organizing, volunteer coordination or housing advocacy preferred, but not required. There is an extensive training program.

- 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
- Thorough case preparation and record-keeping for reporting to government and other entities
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks, conduct research via the Internet
- 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
- Available to work some evenings, weekends, travel within North Dakota is required.
- Must have reliable transportation, must be able to work independently.

Starting pay range: \$17-\$19/hr. **If you believe you meet the qualifications and are interested, please send cover letter and resume to Michelle Rydz at [michelle@highplainsfhc.org](mailto:michelle@highplainsfhc.org).** This is a grant-funded position; that requires a Federal Background Check. Position available until filled, High Plains is an affirmative action/equal opportunity employer, committed to promoting diversity in the workplace.