

Fair Housing Testing Coordinator

Jacksonville Area Legal Aid's Fair Housing Initiative Program (FHIP) is seeking a Fair Housing Testing Coordinator. The program is funded by the Department of Housing and Urban Development (HUD) FHIP grants. The program provides Fair Housing education and outreach to a six (6) county service area in Northeast Florida and investigates alleged housing discrimination in an effort to combat and diminish housing discrimination.

The Fair Housing Testing Coordinator is a full-time position based in our Jacksonville office. The Coordinator is supervised by the Fair Housing Unit attorneys and is responsible for all phases of fair housing testing activities. A qualified candidate will be a self-starter who possesses strong public speaking skills and be available to work weekends and/or evenings when necessary.

Essential Job Duties:

- Administer rental, sales, accessibility, and other Fair Housing tests.
- Community outreach to recruit and train new testers, and yearly retraining for current testers.
- Post Fair Housing outreach and topics on the Fair Housing Instagram account.
- Develop testing strategy and select appropriate testers for each test.
- Employ various methods to assist in determining where to conduct tests including scouting and research.
- Create test assignments, provide appropriate and thorough instructions for each test, and review them with the testers.
- Provide clear and accurate directions for testers when necessary, utilizing maps or other sources of information.
- Analyze test reports, debriefing notes, and other information to determine whether there is evidence of illegal housing discrimination and, if so, assess its severity.
- Prepare test review reports based on test analysis.
- Maintain accurate and complete records of all testing activity, including test review reports.
- Assist in investigating Fair Housing violations.
- Assist in the annual Fair Housing Month events.
- Keep informed regarding federal, state, and local housing rules and regulations, developments, and court cases.
- Provide support to Fair Housing attorneys in grant reporting.
- Manage the HUD Education and Outreach Initiative Grant with support of attorneys and paralegals.
- Other duties as assigned by the Fair Housing Unit attorneys and/or President and CEO.

Qualifications:

- Minimum of two (2) years of experience in legal administration, legal studies, or such work deemed equivalent by the Fair Housing Unit attorneys.
- English/Spanish bilingual preferred but not required.

- Excellent organizational and time management skills, including the ability to handle multiple tasks simultaneously.
- Ability to work independently and collaborate with a team.
- Experience meeting strict deadlines.
- Ability to communicate effectively, both orally and in writing.
- Capability to perform duties, attend meetings, and/or other functions throughout service area.
- Proficient in Microsoft Office (Excel, Word, PowerPoint), Adobe, and Google applications.

Salary/Benefits:

Salary commensurate with experience. Benefits package include, but not limited to, medical, dental, vision, long-term disability insurance, group life insurance, remote/onsite work hybrid, and generous leave policy (e.g., 13 paid holidays plus 22 personal leave days in first year, one-month sabbatical every four years).

To apply, submit resume, minimum of two professional references, and salary requirements (if any) to:

La Verne Morgan Andreasen, Esq.
Chief Human Resources Officer
Jacksonville Area Legal Aid
126 West Adams Street
Jacksonville, FL 32202
Email: resumehousing@jaxlegalaid.org

Jacksonville Area Legal Aid is an Equal Opportunity Employer.