



JOB DESCRIPTION

POSITION: Investigative Coordinator

ORGANIZATION: FHJC is a non-profit civil rights organization that serves New York City and the seven suburban New York counties of Dutchess, Nassau, Orange, Putnam, Rockland, Suffolk, and Westchester. Our mission is to: 1) challenge and eliminate housing discrimination; 2) to promote policies that foster open, accessible, and inclusive communities; and, 3) to strengthen the enforcement of local, state, and federal fair housing laws.

POSITION SUMMARY: The Investigative Coordinator is responsible for conducting tester training, coordinating fair housing and fair lending testing investigations, preserving and controlling evidence, and providing testimony regarding investigations. This is a full-time position that will include health insurance benefits.

REPORTS TO: Executive Director and Deputy Director

DUTIES AND RESPONSIBILITIES:

- Interviews applicants for tester positions
- Serves as a trainer in tester training sessions and coordinates “practice tests”
- Conducts specialized supplemental training for testers who are selected to participate in more complex testing investigations
- Regularly meets with the Executive Director and Intake Analyst to obtain information needed to structure investigations in response to allegations and complaints of housing discrimination
- Collects background information to assist with the development of systemic testing investigations, appropriate testing strategies, and credible tester assignments
- Selects testers and prepares tester assignments and instructions
- Maintains communication with testers throughout the testing process
- Collects and assembles test forms and materials obtained by testers during investigations
- Reviews all test file materials and prepares preliminary analysis of test results
- Implements established procedures for handling, storage, and control of evidence obtained from investigations and maintains chain of custody on all recorded evidence
- Manages multiple investigations and meets project deadlines
- Provides testimony regarding investigative activities
- Maintains accurate and complete information in paper and electronic files regarding all job duties
- Participates in regular staff meetings

- Participates in fair housing training programs, conferences, and other FHJC program activities when authorized or requested to do so
- Other duties as assigned by the Executive Director

QUALIFICATIONS:

- BA/BS degree strongly preferred, but will consider commensurate experience
- Valid driver's license
- Strong analytical skills required
- Familiarity with communities in New York metropolitan area a plus
- Strong written and oral communication skills
- Ability to work cooperatively and effectively with diverse groups of people and organizations
- Knowledgeable about fair housing laws and issues, housing market dynamics, mortgage lending practices, and housing subsidy programs
- Proficient user of Microsoft software applications (e.g. WORD, Excel, Access, PowerPoint, etc.)
- Reliable, detail-oriented, well-organized, and able to work independently
- Previous experience in test coordination, other investigative work, civil rights advocacy and/or paralegal work a plus
- Commitment to vigorous enforcement of fair housing and fair lending laws

LOCATION/CONTACT:

Fair Housing Justice Center, Inc.
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New York, NY 10004
Phone: 212-400-8201
Fax: 212-400-8203

Website: www.fairhousingjustice.org
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Contact: Fred Freiberg, Executive Director

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