

**POSITION DESCRIPTION
ENFORCEMENT INTERN
October 2019**

Fair Housing Center for Rights & Research (formerly known as the Housing Research & Advocacy Center) is accepting applications for a part-time Enforcement Intern. The Fair Housing Center is a not-for-profit fair housing organization whose mission is to protect and expand fair housing rights, eliminate housing discrimination, and promote integrated communities.

General Responsibilities: Assist with fair housing investigation, enforcement, and advocacy activities. Reports to the Investigations Coordinator and Associate Director.

Duties:

- Conduct initial interviews with potential victims of housing discrimination.
- Identify appropriate community resources to assist individuals and provide referrals.
- Create and maintain physical and electronic client and agency case files.
- Conduct research to support complaint investigations and other enforcement activities.
- Assist in the preparation of charges to be filed with an enforcement agency.
- Participate in the development of case management strategies and continued case activity.
- Monitor advertising for fair housing violations.
- Staff drop-in sessions and outreach events.
- Support work of the fair housing testing program.
- Other duties as assigned.

Qualifications: Strong commitment to civil rights; excellent written and oral communication skills; proficient in MS Word, Excel; well-organized with ability to multi-task. Bilingual a plus. Must be able to commit to regular schedule of a minimum of 15 hours per week.

Hours/Pay:

18-20 hours per week (flexible)

\$12.00/hour

Application Deadline: Open until filled.

Please send cover letter, resume, and names and contact information for three references.

Failure to submit all requested materials may result in application being rejected. No phone calls, please.

Carrie Pleasants, Executive Director
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The Fair Housing Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, familial status, national origin, age, disability, ancestry, military status or genetic information. In addition to federal law requirements, The Fair Housing Center complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.