



## POSITION DESCRIPTION

### Fair Housing Enforcement Intern

December 2017

2728 Euclid Avenue, Suite 200

Cleveland, OH 44115

Phone: 216 361-9240

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Housing Research & Advocacy Center's (The Housing Center) mission is to promote fair housing and diverse communities, and work to eliminate housing discrimination in Northeast Ohio, by providing effective research, education, and advocacy.

**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)

\$11.00/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 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 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.