

**POSITION DESCRIPTION**  
**COMMUNICATIONS & OUTREACH SPECIALIST**  
**April 2018**

Fair Housing Center for Rights & Research (formerly known as the Housing Research & Advocacy Center) is accepting applications for a full-time Communications & Outreach Specialist. 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:

The Communications & Outreach Specialist is responsible for conducting fair housing education and outreach activities. The Communications & Outreach Specialist reports directly to the Director of Outreach & Education.

Duties:

- Work with website design firm to design a new website on a new platform
- Create and maintain content for a dynamic website
- Manage event planning activities, including but not limited to: event promotion, set-up, registrations, production of materials and day-of coordination
- Manage and lead outreach efforts to a wide variety of audiences, including: cultivating community partnerships to identify new outreach opportunities, attending community outreach events, and maintaining records of outreach activities
- Represent The Fair Housing Center at community meetings and events
- Seek out and offer engaging content for e-newsletters, social media, and fair housing blog
- Proof read and edit documents as needed
- Assist with fund development as needed
- Work with Education & Outreach team on an overall outreach and communications plan
- Maintain a high level of knowledge about fair housing and related laws

Qualifications:

- Experience creating and managing professional social media posts, communications and community outreach preferred
- Demonstrated commitment to civil rights and fair housing. Knowledge of federal, state, and local fair housing, fair lending, and accessibility laws preferred
- Knowledge of local housing market, real estate practices, and mortgage lending
- Ability to work effectively in a diverse environment and to promote inclusion and equality in all aspects of the organization's work
- Well-organized, detail-oriented, able to work on a number of projects at one time
- Experienced in public speaking
- Excellent oral and written communication skills, interpersonal and supervisory skills
- Ability to communicate effectively with a broad range of individuals and groups
- Bilingual skills a plus

- Proficiency with Microsoft Office programs, web design programs, social media (Twitter, Facebook & Instagram)
- Some evening and weekend hours required

Education: Bachelor's degree or equivalent work experience

Salary: Full-time (35 hours a week), competitive non-profit salary with benefits

Application Deadline: April 30, 2018

Please send a cover letter, resume, writing sample, and names and contact information for three references. **Failure to submit all requested materials may result in application being rejected.** No phone calls, please. Applications received after April 30, 2018 will not be considered.

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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.