

POSITION DESCRIPTION
DIRECTOR OF EDUCATION & OUTREACH
February 2020

Fair Housing Center for Rights & Research (FHCR), formerly known as the Housing Research & Advocacy Center, is accepting applications for a full-time Director of Education & Outreach. 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 Director of Education & Outreach is responsible for coordinating, supervising and overseeing all of the fair housing education and outreach activities conducted by the agency. The Director of Education & Outreach reports directly to the Associate Director.

Duties:

- Supervise the other members of the Education & Outreach team and work in partnership with the team to develop and maintain an ongoing fair housing education plan
- Coordinate and conduct trainings and educational programs for housing consumers and housing industry professionals
- 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
- Foster and collaborate partnerships with local officials, community-based organizations, non-profit organizations, faith based organizations, civic organizations, etc. interested in fair housing
- Represent The Fair Housing Center at community meetings and events
- Develop outreach and education tools, such as e-newsletters, print materials, videos, displays, exhibits and presentation outlines
- Work with the other staff members on an overall outreach and communications plan
- Maintain a high level of knowledge about fair housing and related laws
- Ensure compliance, record-keeping, and monthly reporting for outreach and education efforts of FHCR
- Assist Executive Director and Associate Director with fund development and grant writing as needed
- Work with the team to support and further the mission and goals of the FHCR and its programs.

Qualifications:

- Demonstrated commitment to civil rights and fair housing
- Knowledge of federal, state, and local fair housing, fair lending, and accessibility laws preferred
- Experience in public speaking/conducting trainings for various audiences
- Knowledge of local housing market, real estate practices, and mortgage lending

- Experience creating and managing professional social media posts, communications and community outreach preferred
- Ability to work effectively in a diverse environment and to promote inclusion and equity in all aspects of the organization's work
- Well-organized, detail-oriented, able to work on a number of projects at one time
- Excellent oral and written communication skills, interpersonal and supervisory skills
- Ability to communicate effectively with a broad range of individuals and groups
- Proficiency with Microsoft Office programs, web design programs, social media (Twitter, Facebook & Instagram)
- Willing to work a flexible schedule including evenings and weekends as required
- Bilingual a plus

Education: Bachelor's degree or equivalent work experience

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

Application Deadline: March 6, 2020

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.

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.