

## **Louisiana Fair Housing Action Center Education Coordinator Position Description (June 2021)**

The Louisiana Fair Housing Action Center (LaFHAC) is a non-profit organization that seeks to eradicate housing discrimination – an illegal and divisive force that perpetuates poverty and segregation, and limits opportunity. LaFHAC was established in 1995 and is the only full-service fair housing advocacy organization in Louisiana. LaFHAC addresses housing discrimination by 1) educating housing consumers and providers about their rights and responsibilities to proactively prevent violations of the Fair Housing Act; 2) investigating fair housing violations; 3) challenging discriminatory housing practices and policies through litigation; 4) advocating for new policies that promote equitable housing; and 5) counseling homeowners facing foreclosure.

**Title:** Education Coordinator

**Location:** New Orleans (staff are currently working remotely and candidates who are out of the area but plan to relocate once office work resumes will be considered). Position will require occasional travel throughout Louisiana.

**Compensation:** Salary range of \$36,000-\$42,000 (depending on experience); 100% employer-paid medical insurance with available dental and vision coverage, as well as flex spending account; 401 (k) with employer-matched contributions; generous paid vacation; paid parental leave.

**Schedule:** Office hours are M-F, 9am-5pm. Position requires frequent evening/weekend hours with the ability to flex time to complete 40 hours/week.

**Immediate Supervisor:** Education & Outreach Director

**FLSA Classification:** Exempt

**Minimum Requirements:** B.A. and/or experience in relevant fields such as housing and/or civil rights.

**Desired skills/Qualities:** Clear and engaging speaker with community education and/or curriculum development experience; detail oriented, well-organized, visionary; fluency in Spanish a plus.

**General Responsibilities:** Build, institutionalize and facilitate LaFHAC's educational offerings to a wide array of stakeholders.

### **Specific Responsibilities:**

- 1. Create and evaluate success of annual fair housing education plan.**
  - a.** Create and implement annual fair housing education plan including events and Fair Housing University offerings that responds to community and organizational needs, along with grant requirements.
  - b.** Work with Supervisor to set quarterly education related goals.
  - c.** Provide records as needed for board, grant, and other reports.

**2. Develop, promote and offer “menu” of fair housing trainings that expand access to fair housing information and promote organizational sustainability through income generation.**

- a. Manage scheduling and implement trainings associated with LaFHAC's Fair Housing Five project with stakeholders interested in hosting a workshop.
- b. Continue implementing existing trainings, and develop and expand curriculum for trainings that meet the needs of a wide variety of consumers, housing providers, and public officials.
- c. Market education programs to a wide variety of audiences
- d. Manage scheduling and communications with stakeholders interested in hosting LaFHAC trainings.
- e. Meet training requirements as stipulated by relevant grants and contracts and conduct reporting as required.

**3. Plan and implement LaFHAC educational events.**

- a. Build partnerships with organizations and community groups to promote fair housing education.
- b. Assist in planning and producing the annual Fit for King conference.
- c. Assist in planning and producing events for Fair Housing Month.
- d. Participate in outside events and assist in planning LaFHAC educational events to promote all programs within the organization and in accordance with relevant grant requirements.

**4. Assist with outreach, design and distribution of educational materials, and external communications, including LaFHAC's web presence.**

- a. Research potential partner organizations, and reach out to share information about LaFHAC's work.
- b. Build and maintain relationships with stakeholders in a variety of communities and fields.
- c. Table at community events to tell people about fair housing and LaFHAC's services as needed.
- d. Assist each department with disseminating information as needed through social media.
- e. Draft blog posts and design flyers, PSAs, infographics and other outreach materials as needed.

**5. Coordinate fair housing education activities in support of other LaFHAC Departments.**

**6. Answer phones to conduct intakes and referrals of housing questions and complaints approximately two days per month.**

**7. Comply with all policies of LaFHAC**

- a. Participate in grant reporting and applications as needed.
- b. Safeguard all assets of LaFHAC as well as the security and confidentiality of its clients.
- c. Represent LaFHAC consistently and effectively in a professional and exceptional manner.
- d. Work as a team member to support the mission and goals of LaFHAC.

## **8. Other duties as assigned by the Education & Outreach Director.**

### **Characteristics and skills needed for the position:**

Excellent written and oral communication skills. Ability to collaborate respectfully and effectively with individuals from a variety of racial/ethnic, economic and cultural backgrounds. Ability to educate a wide variety of individuals in a way that is relevant and engaging. Ability to multi-task and complete projects in a timely matter under pressure. Team player. Knowledge of New Orleans and other Louisiana communities. Computer literacy with a variety of basic office programs, including Microsoft Word and Excel and competency in use of basic office technology. Demonstrated commitment to fair housing and/or civil rights. LaFHAC is an equal opportunity employer. People of color, people with disabilities, LGBTQ+ people and formerly incarcerated people are strongly encouraged to apply.

### **To Apply**

To apply, please send a résumé, cover letter, and writing sample (no more than 3 pages) to Education & Outreach Director Renee Corrigan at [resumes@lafairhousing.org](mailto:resumes@lafairhousing.org). The position is open until filled. All interviews will be conducted via Zoom.