

Louisiana Fair Housing Action Center Community Engagement 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: Community Engagement 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: Outreach experience, design experience, and/or familiarity with social media and other web-based tools; detail oriented, well-organized, creative, strategic; fluency in Spanish preferred.

General Responsibilities: Conduct statewide and targeted outreach – through in person outreach (when able to be conducted safely considering COVID-19 protocols), web-based tools and outreach materials – to increase knowledge of fair housing laws and LaFHAC's work throughout Louisiana.

Specific Responsibilities:

- 1. Create and regularly evaluate annual outreach plan and strategies to effectively reach key constituencies.**
 - a. Develop yearly outreach plan and strategies to effectively reach key constituencies.
 - b. Regularly analyze intake and engagement data to assess success of various outreach strategies and incorporate analysis into outreach

planning.

- c. Work with supervisor to set and assess quarterly outreach related goals.
- d. Provide records as needed for board, grant, and other reports.

2. Conduct outreach using a variety of strategies.

- a. Research potential partner organizations, and reach out to share information about LaFHAC's work and build partnerships.
- 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.
- d. Give "Know Your Housing Rights" presentations as needed.
- e. Manage LaFHAC's social media channels, ensuring consistently branded, timely and high-quality content is posted regularly to each platform. Assist each department with disseminating information as needed through social media.
- f. Draft blog posts and design flyers, PSAs, infographics and other outreach materials.
- g. Meet outreach requirements as stipulated by relevant grants and contracts and conduct reporting as required.

3. Assist with planning and implementation of LaFHAC educational events.

- a. Build partnerships with organizations and community groups to promote fair housing events.
- b. Assist in planning and promoting the annual Fit for King conference.
- c. Assist in planning and promoting 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. Coordinate fair housing outreach activities in support of other LaFHAC Departments such as layout and design of LaFHAC audit investigation reports, outreach in support of LaFHAC's policy advocacy, and assistance with promoting LaFHAC's fundraising campaigns.

5. Answer phones to conduct intakes and referrals of housing questions and complaints approximately one day per week.

6. 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.

7. 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. The position is open until filled. All interviews will be conducted via Zoom.