



Job Announcement: July 22, 2019

Community Education & Engagement Coordinator

HOPE Fair Housing Center (HOPE), established in 1968, is the oldest fair housing center in Illinois. HOPE works to create greater housing opportunities for all. We ensure everyone has the chance to live in the community and home of their choice free from discrimination based on race, color, religion, national origin, sex, disability, familial status, sexual orientation, age or any other characteristics protected under state or local laws. HOPE accomplishes this through public policy, education, outreach, advocacy, enforcement, training, community development and advocacy.

SUMMARY OF POSITION:

The Community Education & Engagement Coordinator whose primary responsibility is to successfully implement HOPE's fair housing education program, provide professional training and conduct broad and intensive outreach and engagement, including but not limited to service delivery and grant reporting. Essential to this role are a passion for HOPE's mission to ensure fair housing opportunities for all and exceptional written and oral communication skills.

DUTIES & RESPONSIBILITIES:

- Conduct broad and intensive outreach efforts to community members, neighborhood groups, schools, non-profit partners and other social justice movements
 - Initiate, develop and maintain relationships with key local organizations, leaders and activists – building deep community bonds
 - Execute dynamic Fair Housing education programs
 - Coordinate and deliver contractual training sessions
 - Conduct individual and group education and/or training sessions
 - Work to involve community allies in fair housing campaigns
 - Keep abreast of trends in the housing sector and provide support for HOPE's resource development initiatives;
 - Assist in developing social media content and coordinating social media posts
 - Communicate and report program outcomes in verbal, written and visual materials
 - Translate annual goals to quarterly benchmark evaluations, track and report progress using quantitative and qualitative measures
 - Professionally and effectively represent HOPE in a variety of forums, as assigned; and
 - Work collaboratively, sharing knowledge, participating in discussions and providing investigative support to colleagues.
 - Develop education and outreach content such as flyers, brochures, newsletters, and PPT presentations
 - Assist with logistics, planning, and the execution of HOPE events
 - Recruit fair housing testers at trainings, events, and presentations
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PREFERRED QUALIFICATIONS:

- A demonstrated commitment to social justice;
- Demonstrated skills in cross-sector collaborations and relationship building;
- Public speaking experience and experience working with key community influencers
- Willingness to work long hours, nights and weekends as needed;
- Exceptional interpersonal and communication skills that include:

- Multicultural competency with an appreciation for diversity and integration;
 - We encourage applicants with close ties to Black, Latinx, Muslim, non-English speaking, disability rights and/or LGBTQ communities;
 - Excellent oral, written, and listening skills;
 - Clear and open communication style;
 - Positive, team-player attitude focused on collaboration;
 - Outstanding time management and scheduling skills, with the ability to manage multiple tasks simultaneously;
 - Ability to represent HOPE effectively in a professional manner and engage in public speaking.
 - Possess or develop a strong understanding of:
 - Fair housing statutes;
 - State and federal administrative complaint and legal processes;
 - Landlord/tenant laws and issues;
 - Willingness to learn, research, and develop as a fair housing professional; and/or
 - Various additional legal concepts pertaining to fair housing.
 - Bachelor's degree or equivalent work experience;
 - High proficiency in Microsoft Office Suite with versatility to adapt to a variety of information and communication technologies;
 - Aptitude for setting benchmarks, meeting deadlines, and fulfilling contract obligations;
 - Have reliable transportation and willingness to travel, as-needed, throughout HOPE's service area.
 - Bilingual English/Spanish a plus.
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COMPENSATION:

- Commensurate with experience \$42,000 - \$48,000;
 - Medical, dental, life, disability, and vision benefits;
 - IRA match option; and
 - Vacation and sick leave package.
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LOCATION:

**202 W. Willow
Suite 203
Wheaton, IL 60187**

TO APPLY:

Email a copy of your resume AND cover letter to shirley.stacy@hopefair.org.

No in-person applications will be accepted. No phone calls please. Direct any questions to the email address listed above. All resumes/cover letters must be received by 8/16/2019. We will repost the opportunity with a new expiration date if it is not filled. HOPE provides equal employment opportunities (EEO) to all employees and applicants for employment. Please visit our website at www.hopefair.org.