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Eden Council for Hope and Opportunity

[www.echofairhousing.org](http://www.echofairhousing.org)

### **Fair Housing Counselor**

35 hours per week/\$24 per hour

**ECHO Housing** is seeking a Fair Housing Counselor to assist residents with counseling and investigation of housing discrimination complaints in Berkeley, Concord, Oakland, and Walnut Creek. **This position is temporary through June 30, 2020. If you are interested, please submit a Letter of Interest describing how your personal or professional experience relates to this job.**

### **Major Duties and Responsibilities:**

1. Provide counseling and timely investigation of complaints of illegal housing discrimination.
2. Provide conciliation and/or referral services if evidence shows illegal discrimination has occurred.
3. Maintain rapport and contact with fair housing enforcement agencies to facilitate referrals when appropriate.
4. Prepare all evidence and gather and deliver such information to a cooperating attorney or responsible government agency, when appropriate. Maintain client records.
5. Recruit and train fair housing testers for investigative and targeted testing programs.
6. Publicize fair housing services through speaking engagements, distribution of brochures, appearances on cable and commercial television and radio and public service announcements.
7. Conduct workshops on fair housing targeted toward members of the real estate industry.
8. Prepare monthly, quarterly, and annual reports of program activities and statistics.
9. Perform other duties assigned by the Director as required to achieve the goals of the organization.

### **Qualifications**

1. Associate or Bachelor's degree in related field or equivalent experience.
2. Sensitivity to and experience with people from diverse cultures and with low-incomes.
3. Bilingual in Spanish required.
4. Computer skills necessary.
5. Ability to develop and maintain effective and positive working relationships with clients, staff, volunteers, funding agencies and community organizations.
6. Ability to communicate effectively verbally and in writing.
7. Good analytical and problem-solving skills.
8. Automobile and valid California drivers' license.

***ECHO Housing is an Equal Opportunity Employer.***

