



## **We're looking for amazing people to join the fight for fair housing! Join HOME as a Fair Housing Program Analyst!**

**Housing Opportunities Made Equal of Virginia, Inc. (HOME)** is a civil rights fair housing organization with a mission to ensure equal access to housing for all people. We exist to address housing-related systemic inequities that perpetuate segregation, concentrations of poverty, and wealth inequality. HOME enacts its mission through fair housing enforcement and advocacy, housing research and policy, and housing counseling and education direct services.

HOME is focused on employee engagement and committed to a healthy, diverse, and inclusive work environment. We offer a competitive benefits package including free healthcare, vision, dental, and a flexible work environment with telecommuting option.

### **Job Summary**

The Fair Housing Program Analyst is a civil rights advocate for those who have experienced housing discrimination. The analyst assesses allegations of discrimination at intake, provides advice and counseling to clients, coordinates fair housing testing investigations, and develops innovative systemic investigations into discriminatory housing practices.

### **Duties and responsibilities**

The Fair Housing Program Analyst position responsibilities include:

- Conduct intakes from clients alleging housing discrimination, including counseling, advocacy, and making appropriate referrals.
- Assist and lead in the development of fair housing investigations, including testing investigations, throughout Virginia.
- Recruit, maintain, and train a diverse pool of fair housing testers.
- Assist and lead on investigation related research and data analysis.
- Summarize investigative findings, including the visualization and synthesis of large quantitative and qualitative data sets.
- Conduct in-person or virtual interviews of witnesses, and serve as a fact witness, when necessary.
- Proactively develop strategic organizational partnerships and community relationships.
- Assist with increasing Virginians' knowledge of their rights and responsibilities of Fair Housing Laws.
- Maintain organized case files and adhere to department protocols for handling evidence; maintain detailed and accurate time records, case records, and travel records.
- Conduct community outreach to provide information about fair housing
- Assist with complaint resolution, as asked.
- Be flexible to work weekend and evenings, as necessary.
- Respond to opportunities to advance HOME's mission and perform other duties as assigned and prioritized by HOME's leadership.

The Fair Housing Program Analyst is expected to maintain a high level of knowledge about housing laws. This includes fair housing, fair lending, consumer protection and landlord-tenant laws; the theory and practice of fair housing testing; investigations; administrative and legal procedures, remedies, and their application to real-life situations. The candidate must also be able to work effectively with diverse people of varying abilities, and to work efficiently, both independently and as a team member.

## Qualifications

- Demonstrated commitment to fair housing, civil rights, and racial equity; the ability to work with a diverse population; and ability to maintain consistent professional composure and exercise good interpersonal skills.
- Strong understanding of institutionalized racism and other forms of oppression and their impacts on housing.
- Demonstrated ability to manage a complex workload and respond to multiple priorities.
- Demonstrated ability to counsel clients and effectively resolve their needs and issues in a professional manner.
- Demonstrated ability to effectively manage complicated, long-term projects
- Demonstrated ability to research, read, analyze and interpret legal documents, general business periodicals, professional and legal journals, federal and state fair housing statutes, regulations, and court cases
- Demonstrated ability to write monthly/quarterly reports, business correspondence and other organizational materials
- Demonstrated ability to present information clearly and effectively and respond to inquiries and commentary from housing advocacy and consumer groups, housing industry organizations, members of the public and private sectors, and the general public
- Flexibility and willingness to commit to successful completion of assigned tasks, projects, and programs
- Excellent interpersonal skills and positive attitude
- Demonstrated ability to think analytically and creatively and to problem-solve.
- The ideal candidate should possess qualities to positively represent the values and goals of the HOME.
  
- Preferred qualification (not required):
  - Bilingual in Spanish
  - Experience in the housing or lending industry
  - Prior experience with fair housing and/or fair lending testing (to be considered at the Senior Fair Housing Investigator level)
  - Bachelor's degree or advanced degree in a related field

### **In addition, all employees of HOME are expected to meet these general qualifications:**

- Strong commitment to social justice
- Excellent oral and written communication skills
- The ability to communicate complex issues, data and concepts clearly
- The ability to function effectively within high performance, cross divisional work teams
- The ability to coordinate key activities across programs
- Willingness to participate in fund development activities, effectively manage key constituent relationships and provide the necessary client data and information to HOME
- The ability to act independently and proactively
- The ability to adapt to changing circumstances
- Exercise sound judgment and diplomacy
- The ability to manage multiple projects
- The ability to maintain a high degree of professionalism, confidentiality and substantial contact with the public

## To Apply

HOME is focused on employee engagement and committed to a healthy, diverse inclusive work environment. Interested candidates should submit a **cover letter and resume** to **jobs@homeofva.org** and include **Fair Housing Program Analyst** in the subject line. HOME is an equal opportunity employer with an accessible workplace.

HOME of VA requires all employees to be fully vaccinated against the COVID-19 virus. Candidates must present acceptable proof of vaccination by the date of hire as a condition of employment.

**Job Posting remains open until filled.**

**Anticipated Salary - \$47,000 - \$52,000**

HOME is an equal opportunity employer with an accessible workplace and does not discriminate based on race, color, sex, age, religion, creed, disability, national origin, gender identity, political or union affiliation, marital status, sexual orientation, veteran status, source of income or other non-bona-fide job requirements.