westchester residential opportunities

Since 1968 Saving homes, saving families℠

Position Title: Fair Housing Investigator/Counselor
Reports To: Fair Housing Test Coordinator
Location: White Plains, NY
Employment Type/Salary: Full-Time, $50,000-$52,000 annually

Westchester Residential Opportunities (WRO) is a nonprofit organization located in White Plains, New York whose mission is to promote fair, affordable and accessible housing for all individuals in the lower Hudson Valley region. WRO employs a variety of tools to advance this objective including civil rights testing and investigation, education and outreach, training and advocacy, research, collaboration and enforcement.

Position Summary:

The Fair Housing Investigator/Counselor will work under one or more fair housing grants from the New York State Homes and Community Renewal, New York State Attorney General, U.S. Department of Housing and Urban Development, and/or other funders. The Fair Housing Investigator/Counselor will assist the Fair Housing team to achieve its goals and efforts to monitor, address and prevent housing and lending discrimination. The Investigator/Counselor will report indirectly to the Fair Housing Director and directly to the Fair Housing Test Coordinator for the referenced grant(s).

Key Responsibilities:

- Providing support to the Fair Housing/Fair Lending Program
- Assisting with planning and scheduling fair housing outreach and education events
- Assisting with preparation, presentation and distribution of education and outreach materials
- Assisting with recruitment, training and supervision of testers
- Designing and conducting fair housing and fair lending tests and other investigations
- Evaluating results of investigations & making recommendations to supervisors for enforcement
- Receiving, documenting and investigating complaints, in particular of housing discrimination
- Educating individuals and organizations about their fair housing rights and obligations
- Tracking departmental information using basic office technology, including Microsoft Office, GoogleSuite and proprietary databases
- Tracking and compiling statistical and demographic information
- Assisting in recordkeeping and reporting
- Other duties as assigned

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Qualifications and Skills:

- Bachelor's degree; focus on civil rights, social work, public policy or other related field preferred
- At least one year of experience working in civil rights or other related field
- Access to reliable transportation
- Strong management and organizational skills
- A strong commitment to the principles of social justice and equal opportunity for all
- Strong written and verbal communication skills
- Strong critical thinking and analytical skills
- Attention to detail
- Ability to interact respectfully with people from diverse cultural, racial and socio-economic backgrounds
- Proficient in basic office technology, including Microsoft Office and GoogleSuite
- Research, statistics and data visualization skills a plus
- Spanish language strongly preferred
- Ability to work on multiple projects simultaneously and meet strict deadlines
- Excellent team communicator/team player

How to Apply:

Please email a resume and cover letter as a PDF or Word attachment, along with salary expectations, referencing ***Fair Housing Investigator/Counselor*** *in* the subject line to payroll@wroinc.org

WRO is an Equal Opportunity Employer

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