

POSITION DESCRIPTION
TESTING SPECIALIST
December 2024

The Fair Housing Center for Rights & Research (The Fair Housing Center) is currently accepting applications for a full-time (35 hours/week) Testing Specialist. The Fair Housing Center is a not-for-profit fair housing organization whose mission is to protect and expand fair housing rights, eliminate housing discrimination, and promote integrated communities. The position is based in Cleveland, Ohio. While this position can be primarily performed remotely, it does require regular in-person work in the Greater Cleveland area, primarily at The Fair Housing Center's office.

General Responsibilities:

The Testing Specialist is responsible for coordinating and conducting a variety of fair housing testing investigations and overseeing the agency's fair housing testing program. The Testing Specialist reports directly to the Associate Director and directly supervises the agency's Testers.

Duties:

- Develop and coordinate testing investigations designed to assess area housing and housing-related service providers' compliance with fair housing laws
- Develop and update testing methodologies for various testing investigations
- Recruit, train, and retain diverse pool of active Testers
- Supervise Testers to ensure compliance with testing protocol
- Analyze test results and refer probable cause findings to the Associate Director for enforcement.
- Conduct case management, tracking and follow-up
- Work in collaboration with the agency's Test Coordinators to develop and coordinate testing schedules to ensure timely completion of all tests in accordance with each agency grant and contract
- Provide support and assistance to Test Coordinators on test design and strategy
- Conduct Tester recruitment and coordinate and conduct Tester training
- Maintain information regarding Tester assignments, availability, contact information, equipment, etc.
- Assist with preparation of grant and contract reporting regarding testing activity
- Keep informed of developments in federal, state, and local fair housing laws, regulations and other related fair housing news

Qualifications:

- Demonstrated commitment to and interest in civil rights and fair housing. (Knowledge of federal, state, and local fair housing, fair lending, and accessibility laws preferred)
- A minimum of 2 years of fair housing testing experience preferred
- Two-years of professional experience, preferably including experience managing others such as interns or volunteers
- Well-organized, detail-oriented, and able to effectively manage to meet deadlines on a variety of projects at one time
- Demonstrated time management and record-keeping skills, ability to prioritize and manage multiple projects with attention to detail
- Ability to work independently and exercise sound judgment
- Ability to work in a team environment

- Excellent written, verbal and interpersonal communication skills.
- Comfort working in a fast-paced environment while collaborating with a diverse team
- Proficiency operating standard software (Microsoft Excel, Outlook, Word, PowerPoint, Adobe)

Education: Bachelor's degree or equivalent work experience

Salary: Full-time (35 hours a week), salary (\$37,000 - \$45,000 depending on experience) with benefits (employer-paid medical, dental, vision, life insurance, 401(k) with employer match, paid holidays, vacation and personal days)

Application Deadline: Applications accepted on a rolling basis until filled. For best consideration, please apply promptly. Our goal is to interview for this position in January 2025.

Please send **cover letter, resume, and a list of three professional references with contact information** by email to: Carrie Pleasants, Executive Director cpleasants@thehousingcenter.org

**Failure to submit all requested materials may result in application being rejected.
No phone calls, please.**

The Fair Housing Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, familial status, national origin, age, disability, ancestry, military status or genetic information. In addition to federal law requirements, The Fair Housing Center complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Fair Housing Center values diversity and inclusion in the workplace because it enhances the work we do, reflects the communities we serve, and embodies the values we further and defend. Candidates of all backgrounds are welcome.