

POSITION DESCRIPTION

ENFORCEMENT INTERN AUGUST 2016

Housing Research & Advocacy Center's (The Housing Center) mission is to promote fair housing and diverse communities, and work to eliminate housing discrimination in Northeast Ohio, by providing effective research, education, and advocacy.

General Responsibilities: Responsible for assisting with fair housing investigation, enforcement, and advocacy activities. Reports directly to the Associate Director.

Duties:

- Conduct initial interviews with potential victims of housing discrimination.
- Identify appropriate community resources to assist individuals and provide referrals.
- Create and maintain physical and electronic client and agency case files.
- Conduct research to support complaint investigations and other enforcement activities.
- Assist in the preparation of charges to be filed with an investigative agency.
- Participate in the development of case management strategies and continued case activity.
- Monitor advertising for fair housing violations.
- Staff drop-in sessions and outreach events.
- Other duties as assigned.

Qualifications:

Strong commitment to civil rights. Excellent written and oral communication skills; proficient in MS Word, Excel; well-organized with ability to multi-task. Bilingual a plus. Some evenings and weekend hours required for events.

Hours/Pay:

20 hours/week (flexible)
\$10.00/hour

Application Deadline:

August 23, 2016

Please send cover letter, resume, and names and contact information for three references.
Failure to submit all requested materials will result in application being rejected.

Kris Keniray, Associate Director
Housing Research & Advocacy Center
2728 Euclid Avenue, Suite 200
Cleveland, OH 44115
kkeniray@thehousingcenter.org

No phone calls, please.
Minorities encouraged to apply.