The Position:

The Fair Housing Council of Oregon (FHCO) is a private non-profit organization committed to promoting equal access to housing for all through education, outreach, and enforcement. The FHCO is currently seeking an Investigator/Advocate to answer the complaint hotline, screen calls, conduct intakes, assist with investigations, and to perform limited education and outreach to housing providers, consumers, housing advocates and to immigrant communities throughout Oregon. The ideal candidate will be bilingual in English and one or more of the following languages: Spanish, Russian, Vietnamese, Khmer, Arabic, an African or Pacific Island language OR will be a registered member of a Native American tribe.

Requirements:

The position requires strong communication skills, the ability to work independently, strong organizational skills, computer literacy and the ability to work with diverse populations. The Investigator/Advocate must have good verbal and written communication skills. This person must have an ability to comprehend legal issues and explain them in understandable ways. S/he must have a vehicle or access to a vehicle, as investigation may require travel and transporting materials and supplies throughout the state. Other desirable qualities include experience in training and familiarity with fair housing laws. The Program Specialist must be able to work occasional evenings and weekends. The position is 40 hours per week with a salary of $14.00 per hour. The FHCO provides medical, dental and public transportation benefits.

Responsibilities include:

- Complaint intake and screening
- Evaluation of intake complaints with FHCO staff
- Phone calls and mailings
- Referral of credible and legitimate fair housing complaints to HUD
- Develop relationships with local agencies
- Clerical support

To apply, please mail a cover letter and resume to 506 SW 6th Avenue, Suite 1111, Portland, OR 97204, or fax to (503) 223-3396, or e-mail to information@fhco.org. All applications are due at the FHCO office by 5:00 p.m., December 13, 2013. No phone calls please. For more information about FHCO please visit our website at www.fhco.org