



BNI Job Openings – February 8, 2017:

- Fair Housing Specialist
- Staff Assistant (part-time, temporary)

To apply:

Please send Cover Letter and Résumé to jobs@bni-maryland.org
and note position title in subject line.

BNI Fair Housing Specialist

Reports to: Fair Housing Program Manager

General Responsibilities

Under the supervision of the Fair Housing Program Manager, the Fair Housing Specialist functions as a flexible member of the Fair Housing Department in support of federal, state, and local fair housing law enforcement. The Fair Housing Specialist will coordinate all aspects of testing and monitoring program, respond appropriately to discrimination inquiries and complaints, and provide community education/ outreach in collaboration with other BNI staff and departments. Job responsibilities include (but are not limited to):

- Recruit and train fair housing testers. Facilitate positive relationships between testers and BNI.
- Employ various methods to assist in determining where to conduct tests including scouting and research. Develop testing strategy and select appropriate testers. Make test assignments, provide appropriate and thorough instructions for each test, and review them with the testers. Provide clear and accurate directions when necessary, utilizing maps or other sources of information. Analyze test reports, debriefing notes, and other information to determine whether there is evidence of illegal housing discrimination and, if so, assessing its severity.
- Receive and respond to all fair housing inquiries and housing discrimination complaints coming to BNI. Obtain complete information about any alleged discrimination and in consultation with appropriate staff, determine whether any discriminatory housing practice appears to have occurred.
- Provide consultation to complainants with regard to their rights, options and remedies under the fair housing laws. Assist complainant in trying to negotiate a satisfactory resolution of their complaints. Write reasonable accommodation or modification requests when necessary.
- Refer appropriate cases to federal, state and local agencies for necessary enforcement actions and participate as required in gathering additional evidence and providing any other assistance needed in those cases, including any further action taken through BNI's own legal resources. Act as a resource to outside attorneys litigating BNI cases.
- Maintain complete and accurate records of all activities related to various job duties and assignments and produce reports on such activities as may be required by BNI.
- Help to increase the awareness of the assistance available at BNI if housing discrimination is suspected.
- Assist with in-house training and orientation of staff, interns, volunteers, etc.
- Keep informed of developments in federal, state and local housing laws, regulations, guidelines, court cases and research.
- Interact effectively and represent BNI in professional and positive manner at all times to clients, representatives of housing, real estate, and related industries, staff, volunteers, testers, interns, members, board directors, etc.
- Maintain appropriate confidentiality. Handle sensitive issues with tact and professionalism.

- Monitor real estate advertising in newspapers magazines and other publications to ensure compliance with the prohibition against discriminatory advertising practices.
- As requested, may assist with program audits and reporting to funding sources.
- Communicate and interact effectively and appropriately with BNI program and administrative staff.
- Utilize formal and informal supervisory time with Fair Housing Program Manager to maintain appropriate level of information sharing and goal setting.
- Other duties as assigned.

Some travel and evening or weekend hours may be necessary in conjunction with testing and outreach activities.

Requirements:

BA/BS degree with relevant experience. Preference is given to those with previous experience in fair housing, disability advocacy, or other civil rights work. Bi-lingual (English & Spanish) language skills are a plus. Computer literacy in word processing and internet research required. Must have a proven ability to work within a structured organizational setting, excellent written, verbal and interpersonal skills, and the ability to remain objective and interact effectively with persons in stressful and/or sensitive situations. Must be able to drive and have access to a car.

Baltimore Neighborhoods, Inc. (BNI) is an equal opportunity employer regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, sexual orientation, political affiliation or belief. Employment decisions are made without consideration of these or any other factors that employers are prohibited by law from considering. Any discriminatory action can be a cause for disciplinary action.

BNI also prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will ensure reasonable accommodation for employees with a disability.

BALTIMORE NEIGHBORHOODS, INC—JOB DESCRIPTION

Position: **Staff Assistant Position**

Reports to: Fair Housing Program Manager

This is a part-time (approximately 19 hours per week), temporary position paying \$16.00 per hour. At this time, the job runs through 08/21/17 but may be extended to an, as yet, undetermined date.

General Responsibilities

Responsibility for wide levels and variety of administrative and program functions including fair housing complaint intake, office and records management, Fair Housing program support, secretarial support, communications, events, newsletters, purchasing, public relations, etc.

Job Duties

- Provide comprehensive clerical and secretarial support to Fair Housing Program, including answering calls, correspondence, word processing, records management, data entry, and database management.
- Upon successful completion of training, will answer Fair Housing calls and provide complaint intake.
- Assist in the development and maintenance of agency master files.
- Assists Fair Housing Program Manager and Fair Housing staff with administrative support and grant reporting.
- Assists with community education and outreach.
- Assists with fair housing complaint/inquiry intake.
- Assists with development and preparation of promotional materials.
- Assists with social media.
- All other duties as assigned.

Requirements

Prefer associate's degree in related field, with three (3) years related work experience. This candidate should be computer literate to include proficiency in Microsoft Word, Excel, Access, Publisher, PowerPoint and Outlook, Google, Google Docs with excellent verbal, written and interpersonal communication skills. Office skills and professionalism a must.

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