SYSTEMIC INVESTIGATIONS COORDINATOR

The Systemic Investigations Coordinator of the Fair Housing Center of Central Indiana (FHCCI) is responsible to the Executive Director for all phases of systemic investigations, testing, and investigation/case development, including but not limited to rental, lending and financial institution, homeowners’ insurance, zoning, and real estate transactions.

Primary Responsibilities (established by the Executive Director):

- Review, analyze, and research HMDA and other lending data for trends;
- Analyze and investigate Community Reinvestment Act (CRA) files and other data sources related to issues of redlining and reverse redlining;
- Coordinate investigations to uncover fair housing violations related to redlining, equity theft, appraisal discrimination, real estate sales and steering, and other investigations to address long-term systemic barriers to homeownership or housing maintenance;
- Analyze and research zoning regulations and housing code enforcement issues;
- Obtain and analyze Respondent business and property records, conduct needed research, and develop investigation needs;
- Prepare interview scripts/surveys and conduct witness interviews;
- Research, create, develop, and implement systemic testing projects in rental, mortgage/lending, insurance, and real estate transactions;
- Manage and ensure attainment of appropriate contractual testing requirements;
- Maintain, update, and develop test forms;
- Conduct and manage tester recruitment, conduct tester trainings, maintain contact with testers, and manage tester retention;
- Determine appropriate test arrangements and control factors and coordinate testing assignments;
- Debrief testers, handle completed test forms, and create and maintain test files;
- Analyze test results through specific comparison and maintain and update the Test Log and Test Database;
- Assist FHCCI attorneys in witness and deposition preparation;
- Assist with enforcement and other grant reporting;
- Maintain and update the FHCCI database to ensure accurate information for research and reporting;
- Keep accurate records and maintain and update investigation and case files;
- Assist as needed with other research, analysis, and data gathering activities;
- Assist other FHCCI staff and attorneys as needed; and
- Serve as an advocate for fair housing issues.

Other Responsibilities May Include:

- Conduct fair housing intake;
- Conduct investigations of allegations of housing discrimination to uncover unlawful housing practices;
- Conduct community outreach and trainings to provide information about fair housing rights, gain support for the FHCCI, and to recruit fair housing testers;

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• Work with FHCCI staff and others to provide support and advocacy for people faced with housing discrimination;
• Work with other staff in creation and presentation of fair housing education programs;
• Work collaboratively with other programs and initiatives to promote fair housing; and
• Other duties as assigned by the Executive Director.

Qualifications:
• Bachelor’s degree in related field or equivalent experience;
• Demonstrated interest in combating housing discrimination;
• Demonstrate the ability to communicate clearly and possess good analytical, problem solving, and writing skills with strong attention to detail;
• Knowledge of fair housing and other housing laws;
• Knowledge of HMDA analysis;
• Knowledge of affordable housing programs and rules, housing zoning regulations, and/or mortgage lending and sales practices.
• Must be organized, thorough, accurate, and possess proficiency with computer and related committee needs;
• Possess good teamwork skills and the ability to work with a diverse population;
• Ability to coordinate multiple tasks simultaneously;
• Ability to work independently and as part of a team;
• Strong written and verbal skills;
• Available to attend evening and weekend meetings when needed;
• Access to reliable transportation; and
• Bi-lingual English/Spanish, legal, or mortgage background a plus.

Salary Range: $45,000-48,000 to start, dependent on experience, skills, and abilities

Benefits: Health, Dental, and Optical Insurance are 100% paid for employee
Paid holidays, annual leave, and personal leave
403(b) retirement benefit contribution by FHCCI
Parking provided

Hours: Position is full time. Hours may vary somewhat from week to week as a result of deadlines and position requirements. In-state travel may occur; some out-of-state travel occasionally. Remote working allowed for some hours after probation period.

Other: A criminal background check is required due to federal funding requirements and potential involvement in litigation. The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the position described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the position.

To apply for this position, you MUST submit the following to be considered:
• Submit a cover letter of no more than one page explaining your interest in the position and any other information not included elsewhere.
• Submit a detailed resume of current and past positions, dates worked, and duties thereof.
• Submit a writing sample of one page describing what fair housing means to you.
• Submit contact information for three professional references.
• Note: Documents submitted should be in pdf format.

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Applications will ONLY be considered if all the above items are received. Email your completed application with the subject title “Systemic Investigations Coordinator” to the attention of Amy Nelson, Executive Director, at anelson@fhcci.org

Interviews will begin immediately. The position will remain open until filled. No phone calls or email inquiries, please.

The Fair Housing Center of Central Indiana supports affirmative action and is dedicated to promoting equal employment opportunity.