



TEST COORDINATOR SUMMARY & APPLICATION REQUIREMENTS

The Fair Housing Center of Central Indiana (FHCCI) is a small civil rights nonprofit working to address housing based discrimination. We are currently seeking a full-time Test Coordinator to manage our testing program. The FHCCI testing program employs the use of “secret shoppers” to assist the FHCCI in determining if unlawful housing discrimination is occurring.

The Test Coordinator’s responsibilities include recruitment, training, and coordination of the FHCCI’s part-time testers; investigation of discrimination in housing in violation of fair housing laws; assisting in client intake; assisting in outreach and public education; and preparation of reports. Attention to detail, accuracy, and organization skills a must. Must have ability to work successfully with others and multi-task. Must be able to work independently as well as know when to seek guidance. Must be able to complete detailed report analysis and provide positive mentoring to fair housing testers. Must have the capacity to speak in public to conduct effective trainings for testers. Must have reliable transportation. Spanish speaking a plus.

Due to federal grant requirements, this position requires a criminal background check and assurance of no conflicts related to litigation based needs. *To learn more about the position, view the detailed job description at <https://www.fhcci.org/volunteer-jobs/>*

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.

Applications will ONLY be considered if all the above items are received. Email your completed application with the subject title “Fair Housing Test 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 mission of the Fair Housing Center of Central Indiana (FHCCI) is to ensure equal housing opportunities by eliminating housing discrimination through advocacy, enforcement, education and outreach. To learn more about testing or to view a detailed job description, visit the FHCCI’s [Jobs Page](#). An example of FHCCI testing reports can also be viewed on the FHCCI’s [News Page](#).



TEST COORDINATOR JOB DESCRIPTION

The Test Coordinator of the Fair Housing Center of Central Indiana (FHCCI) is responsible to the Executive Director for all phases of fair housing testing projects of the FHCCI, including but not limited to rental, financial institution, homeowners' insurance, and real estate tests.

Primary Responsibilities (established by the Executive Director):

- Research, create, develop, and implement systemic testing projects;
- Manage research and investigation related to allegation investigation and testing;
- Maintain, update, and develop test forms;
- Conduct and manage tester recruitment;
- Manage and ensure attainment of all contractual testing requirements;
- Create tester training packets as needed;
- Conduct tester trainings;
- Maintain contact with testers and manage tester retention;
- Determine appropriate test arrangements and control factors;
- Coordinate all testing assignments;
- Debrief testers;
- Mentor testers;
- Handle completed test forms;
- Create and maintain test files;
- Analyze test results through specific comparison;
- Keep accurate records;
- Maintain and update Test Log and Test Database;
- Assist with enforcement reporting;
- Assist with case development;
- Maintain and update case files;
- Assist with research, analysis, and data gathering activities;
- Oversee and manage testing-related work; and
- Serve as an advocate for fair housing issues.

Other Responsibilities May Include:

- Conduct non-testing investigations of allegations of housing discrimination and systemic investigations to uncover unlawful housing practices;
- Conduct community outreach to provide information about fair housing rights, gain support for the project, and recruit fair housing testers;
- Maintain individual case files and records;
- Conduct client intake;
- Work with FHCCI staff and others to provide support and advocacy for people faced with housing discrimination;
- 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 work 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;
- Possess good teamwork skills and the ability to work with a diverse population;
- Ability to coordinate multiple tasks simultaneously with strong attention to detail;
- Ability to work independently and as part of a team;
- Strong written and verbal skills;
- Available to attend evening and weekend meetings as needed;
- Access to reliable transportation;
- Demonstrate the ability to recruit, manage, and mentor fair housing testers;
- Must be organized, thorough, accurate, and possess proficiency with computer and related committee needs; and
- Bi-lingual English/Spanish 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 at times 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.

Application Requirements: See the application requirements for how to apply. Applications will only be considered if all items requested are received.

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