



SYSTEMIC INVESTIGATIONS COORDINATOR SUMMARY & APPLICATION REQUIREMENTS

The Fair Housing Center of Central Indiana (FHCCI) is a small civil rights nonprofit working to facilitate open housing for all people. We are currently seeking a full-time Systemic Investigations Coordinator to work in our Inclusive Communities program, which examines barriers to safe, affordable, accessible, discrimination-free housing.

The Systemic Investigations Coordinator is responsible to the Executive Director for all phases of systemic investigations, including obtaining public records, data analysis and visualization, interviewing consumers, and investigation/case development. Subject areas include, but are not limited to, rental housing, lending and financial institutions, home insurance, zoning, and real estate transactions. Attention to detail, accuracy, and organizational skills are 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 willing to learn new skills and have reliable transportation. Spanish speaking a plus. Knowledge of data analysis tools (such as Excel, ArcGIS, PowerBI, or Tableau) or data processing languages (such as R or SQL) are preferred or a strong ability to learn.

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 at least two pages, using public data, identifying or describing housing-related barriers being faced by Indiana or Indianapolis metro area residents.
- 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 "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 mission of the Fair Housing Center of Central Indiana (FHCCI) is to facilitate open housing for all people by ensuring the availability of affordable and accessible housing; promoting housing choice and homeownership; advocating for an inclusive housing market; working toward stable and equitable communities; and eradicating discrimination within Central Indiana, the State of Indiana, and nationally. To view a detailed job description, visit the FHCCI's [Jobs Page](#).



SYSTEMIC INVESTIGATIONS COORDINATOR

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Primary Responsibilities (established by the Executive Director):

- Process, analyze, visualize, and map data, including census information, Home Mortgage Disclosure Act (HMDA) and other lending data, eviction and foreclosure records, property ownership and transaction records, and other key housing data;
- 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, real estate sales and steering, homeowners' and renters' insurance, and other investigations to address long-term systemic barriers to housing access or housing maintenance;
- Analyze and research eviction, zoning regulations, and housing code enforcement issues;
- Obtain and analyze Respondent business and property records, conduct needed research, and develop investigation needs;
- Write, draft, and edit reports and publications;
- Prepare interview scripts/surveys and conduct witness interviews as needed;
- Assist attorneys as needed in witness and deposition preparation;
- Assist with 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; and
- Serve as an advocate for housing issues and a strong representative for the FHCCI.

Other Responsibilities May Include:

- Conduct housing intakes and fair housing testing;
- Conduct investigations of complaint-based allegations of housing discrimination to uncover unlawful housing practices;
- Conduct community outreach and trainings to provide information about housing rights and recruit fair housing testers;
- 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 barriers and inequities;

- 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 or ability to learn;
- Knowledge of data analysis principles and skills;
- Knowledge of affordable housing programs and rules, housing zoning regulations, and/or mortgage lending and sales practices or ability to learn;
- Must be organized, thorough, accurate, and possess proficiency with computer and related 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;
- Bi-lingual English/Spanish, legal, or mortgage background a plus; and
- Knowledge of data analysis tools (such as Excel, ArcGIS, PowerBI, or Tableau) or data processing languages (such as R or SQL) preferred or a strong ability to learn.

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 the FHCCI
 Hybrid work schedule (option to work from home Mondays and Fridays)
 Paid parking provided

Hours/Location: Position is full time. Hours may vary at times from week to week as a result of deadlines and position requirements. The FHCCI is on a hybrid office schedule with all staff at the FHCCI's Indianapolis office Tuesday-Thursday with other days allowed for remote working. Flexing hours available with approval depending on work schedule. In-state travel may occur with some out-of-state travel for professional development as approved.

Other: The FHCCI has a COVID-19 policy which requires full-time staff to stay up-to-date on COVID-related vaccinations unless an exemption is approved in advance. A criminal background check is required due to federal funding requirements and potential involvement in fair housing initiated 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 and may be subject to change as needed.

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