



731 James Street | Suite 200 | Syracuse, NY 13203 | www.cnyfairhousing.org | Phone (315) 471-0420

Job Announcement: Fair Housing Specialist

CNY Fair Housing is a non-profit organization dedicated to eliminating housing discrimination, promoting open and diverse communities, and ensuring equal access to housing opportunity for all people in Central and Northern New York.

Position Description: The Fair Housing Specialist is responsible for screening and responding to incoming calls and electronic submissions by conducting intake, investigating fair housing complaints, and providing counseling and advocacy. This is a full-time, grant-funded position with a salary range of \$50,000 - \$52,000 and benefits package including health and dental insurance, 403(b) with matching after one year, and generous family leave.

Essential Job Functions:

- Process fair housing complaints and housing-related inquiries; conduct intakes of suspected cases of housing discrimination; advise clients on housing rights and make appropriate referrals
- Maintain detailed records of complaints and inquiries; log actions taken and outcomes of complaints; process and organize client paperwork
- Attend outreach events to provide information and counseling to community members on fair housing and the availability of the agency's services
- Draft correspondence and communicate with housing providers regarding clients' needs
- Advocate and negotiate for reasonable accommodations and modifications for clients with disabilities
- Keep informed of developments in federal, state and local housing laws, regulations, and news
- Other tasks as needed

Qualifications:

- Previous housing and/or case management experience preferred
- Bachelor's Degree or equivalent relevant experience; Social Work degree a plus
- Excellent verbal and written communication skills
- Experience in working effectively and respectfully with individuals from diverse backgrounds; skill in dealing with confidential and sensitive issues
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks



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- Bilingual English/Spanish preferred, but not required

If you believe you meet the qualifications and are interested, please send resume to hiring@cnyfairhousing.org. Position open until filled.

CNY Fair Housing is an equal opportunity employer. CNY Fair Housing values diversity and inclusion in the workplace because it enhances the work we do, reflects the communities we serve, and embodies the values we further and defend. Candidates of all backgrounds are welcome.

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