

JOB ANNOUNCEMENT
EXPERIENCED TESTING COORDINATOR AT GULF COAST OFFICE

The Mississippi Center for Justice, an equal opportunity employer, seeks to hire a Fair Housing Testing Coordinator for our Gulf Coast office in Biloxi. The Center seeks an individual whose substantive experience includes, but is not limited to, a working knowledge of the Fair Housing Act of 1968 and the Americans with Disabilities Act. A background in business or accounting is a plus. Familiarity with the creation and use of Excel Spreadsheets is a plus.

The Center is a nonprofit, public interest law firm committed to advancing racial and economic justice statewide. Our lawyers work with community leaders to support their social justice campaigns and to channel the energies of the legal community to combat discrimination and poverty. With offices in Jackson, Biloxi and Indianola, we seek systemic solutions that promote educational opportunity, protect the rights of consumers, and secure access to healthcare and child care, and make fair and affordable housing available for all Mississippians.

Job Responsibilities

As a full-time employee, based in Biloxi and reporting to the Housing Law Director, the Test Coordinator will support a Fair Housing enforcement project designed to investigate and prosecute claims of housing discrimination in Southern Mississippi.

As Testing Coordinator for the Fair Housing enforcement project, job duties will include:

- Investigation of local housing providers
- Development of Fair Housing tests
- Supervision of Fair Housing testers
- Analyzing Fair Housing testing results
- Secure and confidential maintenance of testing records

Qualifications

- At least three (3) years of practical experience in fair housing policy and/or fair housing enforcement
- Background in Fair Housing Act and Americans with Disabilities Act is preferred
- Excellent written and verbal communications skills
- At least (3) years of supervisory experience is preferred
- Excellent organizational, networking and relationship-building skills
- Commitment to the mission of the Mississippi Center for Justice
- Strong interpersonal communication skills including experience working with and diverse racial, economic and cultural populations
- Excellent organizational and record-keeping skills.
- Technological competency: Word, Excel

The position will be open until filled. Please send brief letter of interest, resume and two (2) references to:
hudtester@mscenterforjustice.org