

**JOB ANNOUNCEMENT
SENIOR HOUSING ATTORNEY (BILOXI OFFICE)**

The Mississippi Center for Justice (“MCJ”) seeks a Senior Housing Attorney for our Gulf Coast office in Biloxi. MCJ seeks an attorney whose substantive law concentrations/educational background/clinical experience includes exposure to the Fair Housing Act and the Mississippi Landlord/Tenant Act.

MCJ 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 support a fair and just criminal justice system for juveniles and adults, protect the rights of consumers, secure access to healthcare, protect voting rights for all, and make fair and affordable housing available for all Mississippians.

Position Summary

As a full-time employee, based in Biloxi and reporting to the Director of MCJ’s Housing Law Campaign, the Senior Housing Attorney will support i) provide primary day-to-day supervisory responsibilities and support multiple initiatives developed to advance housing affordability, housing equality, and eviction prevention; ii) identify funding opportunities and develop credible grant proposals to support the ongoing work of the Housing Law Campaign; and iii) prepare and submit regularly scheduled grant reports describing programmatic accomplishments and work with the Director of Finance to develop required fiscal reporting materials.

As Senior Housing Attorney, specific programmatic responsibilities will include:

- Identify funding opportunities and develop grant proposals to support the Housing Law Campaign
- Prepare and submit regularly scheduled grant reports
- Develop, identify, and cultivate partnerships with non-profit and governmental entities engaged in the development of affordable housing for low and moderate income families

As Senior Housing Attorney, job duties will include:

- Investigate allegations of housing discrimination
- Draft and file Fair Housing Act complaints
- Represent Fair Housing Act claimants in the HUD administrative process
- Interview potential clients alleging acts of housing discrimination
- Register and regularly maintain client records in case management system
- Advise clients with information about the MS Landlord Tenant Act and other landlord tenant issues
- Conduct client intake and interviews
- Negotiate with landlords/property owners
- Assist the project’s Test Coordinator in designing tests for discrimination in the rental, sales

and lending markets

- Prepare and conduct community fair housing presentations to support fair housing education and outreach project targeting rural and underserved counties in Mississippi
- Project management of Eviction Prevention Hotline and supervision of project attorneys regarding issues involving eviction or housing insecurity
- Work with Eviction Prevention Project staff and attorneys to establish case plans for callers
- Prepare monthly reports and other submissions to project funders
- Represent clients facing eviction in Justice Court and County Court

Qualifications

- 5-7 years of practical experience in fair housing policy and/or fair housing enforcement preferred
- Five (5) years of practical experience in fair housing advocacy and enforcement required
- Experience in writing grant proposals required
- Experience in collecting and maintaining data for use in grant proposals, grant reports, organization records and reports
- Licensed to practice law in Mississippi
- Background in Fair Housing Act and Americans with Disabilities Act preferred
- Experience in Justice Court and County Court required
- Knowledge of MS Residential Landlord-Tenant Act required
- At least two (2) years of supervisory experience preferred
- Commitment to the mission of the Mississippi Center for Justice
- Strong interpersonal communication skills including experience working with diverse racial, economic, and cultural populations
- Excellent organizational and record-keeping skills
- Technological competency: Word, Excel

Salary/Benefits

Salary is competitive and dependent on experience. The Mississippi Center for Justice offers a generous package that includes medical, life and dental insurance, generous leave, participation in a retirement savings program, and other benefits.

To Apply: Please send brief letter of interest, resume, and three (3) references, including two from former employers, to:

Ashley Richardson, Director of the Housing Law Campaign
arichardson@mscenterforjustice.org

Please, no telephone inquiries

The position will remain open until filled.

The Mississippi Center for Justice is an Equal Opportunity Employer. We value a work place that is diverse in race, gender, economic status, age, geographic origin, sexual orientation, and other differences that enrich our organizational culture.