Program Description:
The Fair Housing Justice Center (FHJC) of HELP USA is seeking a Housing Initiatives Coordinator to implement the C.H.O.I.C.E. (Creating Hope for Open and Inclusive Communities Everywhere) Initiative, an effort to aid with the development of racially diverse, mixed-income housing opportunities in low poverty/high opportunity areas. The FHJC is located in New York City and opened in April 2005. The mission of the FHJC is to: 1) challenge systemic discrimination that restricts access to housing opportunities or fosters segregation; 2) advocate public policies that reduce inequality and promote open and inclusive communities; and 3) upgrade and strengthen local, state, and national fair housing enforcement. FHJC program activities are focused on removing discriminatory barriers to affordable housing.

Position Description:
The Housing Initiatives Coordinator reports directly to the FHJC Executive Director. The Housing Initiatives Coordinator implements the CHOICE Initiative’s development agenda, including coordinating partnership meetings, mixed-income housing development and financing advisory meetings, and other communications with fair housing advocates, developers, lenders and other groups that advocate for the use of mixed-income housing as a tool to expand choice and opportunity. The Housing Initiatives Coordinator creates and maintains an inventory of applicable resources, tools, and prototypes utilized to develop racially diverse, mixed-income housing in low poverty/high opportunity areas throughout the United States. The Coordinator develops and disseminates written materials nationally to illustrate the benefits of racially diverse, mixed-income housing and to explain the conditions necessary for development. The Coordinator will use these materials to inform affordable housing developers and fair housing practitioners about successful illustrations. The language, tools, and resources will be designed to promote choice and increase access by lower income households to educational, employment, and other opportunities through the development of mixed-income housing.

The Housing Initiatives Coordinator will create a user-friendly tool kit for the development of racially diverse, mixed-income housing in low-poverty areas and assist with the creation of a business plan for developing such housing opportunities in the New York region.

The salary range for the position is $55,000-65,000.
Qualifications:

- BA/BS degree required; Masters degree preferred
- Excellent written and oral communication skills
- Experience working in mixed-income housing development and finance field
- Knowledgeable about housing market practices, housing development, finance, and assisted housing programs
- Able to work cooperatively and effectively with diverse groups of people and organizations
- Computer literate, experienced user of Microsoft applications (e.g. WORD, Excel, Access, PowerPoint, Visio, etc.)
- Reliable, detail-oriented, exceptionally well-organized, and able to work independently
- Committed to vigorous enforcement of fair housing and fair lending laws

How to Apply:

To apply for the position, please submit a cover letter and current resume via e-mail to:

Diane L. Houk, Esq.
Executive Director
Fair Housing Justice Center of HELP USA

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