

DEPUTY DIRECTOR/PROJECT MANAGER

ARIZONA FAIR HOUSING CENTER

DEFINITION:

Under supervision of the Executive Director, performs a diverse range of duties involved in ensuring compliance with Grants, federal/state fair housing laws, including the documentation, investigation and resolution of discriminatory practices related to housing.

RESPONSIBILITIES:

- Manages the day-to-day operational and administrative functions of the fair housing department
- Implements and processes individual and group complaints, conducting investigations, preparing summaries for submission to HUD.
- Organizational development: assist in creation of office policies and procedures
- Staff supervision: including work schedules, time sheets, staff job assignments
- Devises forms and procedures to facilitate and improve recordkeeping; establishes and maintains files and records.
- Works with director in securing cooperation of community organizations and the promotion of the agency's educational outreach program
- Oversees projects to assure timelines and deadlines are met.
- Participates in periodic program evaluation.
- Makes recommendations for adjustments to improve overall fair housing program performance.
- Assists the director in establishing and meeting grant and contract timeframes.
- Oversees and processes timesheet and mileage compensation for testers.
- Performs related work as assigned by Executive Director

QUALIFICATIONS

- Working knowledge of federal, state and local fair housing laws, landlord tenant laws, and nonprofit operation requirements
- Ability to interview diverse clients, secure pertinent data, present logical solution and negotiate/mediate a solution.
- Minimum of 3 years' experience assisting in the administration, program development and supervision of fair housing center or related agency.
- Bilingual (English/Spanish and /or Asian Languages) speaking skills are desirable

EDUCATION

- Bachelor's degree or equivalent combination of training and experience which demonstrates ability to research, compile, write, develop, evaluate, supervise and manage effectively

The AFHC is an Equal Opportunity Employer