

TESTING COORDINATOR

ARIZONA FAIR HOUSING CENTER

DEFINITION:

Under supervision of the Executive Director and Deputy Director, performs a diverse range of duties involved in fair housing laws.

RESPONSIBILITIES:

- Implements housing testing program including recruitment, training and testing.
- Coordinates implementation of projects to assure timelines and deadlines are met. Establishes and meets grant and contract timeframes.
- Assists in the reception of individual and group complaints and conducting investigations, resolving individual and systemic discrimination complaints.
- Prepares status, progress and monitoring reports for internal and external use
- Manages special projects and prepares periodic and special reports
- Participates in periodic program evaluation and complies reports for agency audits
- Meets with community and civic groups to promote fair housing and build community confidence
- Performs related work as assigned by Executive Director

QUALIFICATIONS

- Experience and/or training regarding housing issues and HUD related program reporting
- 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