

COMMUNITY ENGAGEMENT 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:

- Coordinating community education projects including the development, marketing, and delivery of fair housing trainings for the general public, community organizations, social service agencies that work with those protected by the fair housing laws, and other target populations.
- Building and maintaining new and existing partnerships with organizations working on issues facing our clients, including tenants' associations, grassroots community groups, social services providers, advocacy organizations, and others.
- Building coalitions with other organizations to advocate for racial and economic justice, homeowners' and renters' rights, disability rights, LGBTQIA+ equality, and other transformative objectives.
- Attending community meetings and other public events to build relationships, raise the Center's profile and gather information about issues that may have fair housing implications.
- Soliciting input and feedback from community members, partner organizations, and former clients to inform the AZFHC's work.
- Expanding the audience for AZFHC's written materials.
- Seeking new ways to coordinate outreach and education between all staff members and engage other staff in outreach and education efforts.
- Taking on other duties and responsibilities as assigned by the Executive Director.

QUALIFICATIONS

- Bilingual (English/Spanish and /or Asian Languages) speaking and written skills are desirable.
- Commitment to fair housing and civil rights.
- Self-motivation and ability to meet project deadlines and maintain accurate records.
- Exceptional interpersonal skills; proven ability to cultivate relationships with and establish networks among a diverse set of stakeholders, including clients, partner organizations, community groups, etc.
- Ability to represent AZFHC effectively in a professional and exceptional manner.
- Experience with Microsoft Word, Excel, experience with relevant software programs and with managing social media accounts and/or websites desirable.
- Excellent verbal and written communication skills; public speaking/training experience strongly preferred;
- Bi-lingual and/or bi-cultural individuals are strongly encouraged to apply.