



**JOB ANNOUNCEMENT: PROGRAM SERVICES COORDINATOR**

Posted: Oct. 14, 2014

Equal Opportunity Employer

Applications accepted until Nov. 4, 2014

**Program Description:**

The Metropolitan Milwaukee Fair Housing Council (MMFHC) is seeking a Program Services Coordinator to provide an array of fair housing services to persons residing in Dane County through its satellite office in Madison, Wisconsin. The mission of MMFHC is to promote fair housing throughout the State of Wisconsin by combating illegal housing discrimination, and by creating and maintaining racially and economically integrated housing patterns.

**Position Description:**

The Program Services Coordinator will staff a full-time position (40 hours per week) that reports directly to MMFHC's Director of Program Services. The Program Services Coordinator is primarily responsible for the implementation of outreach and education services, and assisting with administrative duties including report preparation and communication with local officials and funding sources. The Program Services Coordinator will also assist in the provision of enforcement program activities. Ideal candidate has strong verbal and written communication skills, strong analytical skills, experience in organizational partnership development and community building. Objectivity, time management skills and attention to detail are essential. Familiarity with Dane County, housing market practices, community-based programs preferred. Previous experience in civil rights advocacy, and Spanish or Hmong language proficiency a plus. Salary Grade 3 (based on \$32,000-\$38,000 annual FTE).

**Qualifications:**

- B.A./B.S. preferred, but commensurate experience will be considered
- Excellent writing and public speaking skills
- Valid driver's license
- Computer literate, experienced user of Microsoft applications (e.g. Word, Excel, PowerPoint, etc.)
- Reliable, detail-oriented, exceptionally well-organized, and able to work independently
- Able to work cooperatively and effectively with diverse groups of people and organizations
- Committed to vigorous enforcement of fair housing and fair lending laws

**How to Apply:**

**NO TELEPHONE INQUIRIES ACCEPTED**

To apply for the position, please submit a cover letter and current résumé to:

MMFHC

600 E. Mason Street, Suite 401

Milwaukee, WI 53202

Attention: Human Resources Committee