



JOB ANNOUNCEMENT: PROGRAM SERVICES COORDINATOR

Posted March 1, 2018

Applications accepted until March 27, 2018

The Metropolitan Milwaukee Fair Housing Council (MMFHC) is seeking a Program Services Coordinator to provide fair housing services to persons residing in Winnebago, Calumet, Brown and Outagamie Counties, as well as the City of Fond du Lac. This position is based in MMFHC's Appleton satellite office, the Fair Housing Center of Northeast Wisconsin (FHCNW).

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 to MMFHC's Director of Program Services. The Program Services Coordinator is primarily responsible for the implementation of fair housing outreach and education services in the FHCNW service area. Salary for this position is \$38,000 to \$46,500, depending on experience.

Program Services Coordinator duties may include, but are not limited to:

- Conducting informational fair housing presentations to social service agencies, community-based organizations, faith-based groups and religious congregations, and other audiences
- Developing and maintaining relationships and partnerships with other local organizations
- Recruiting volunteers and members
- Representing FHCNW at community events, meetings, and fairs; acting as an "ambassador for fair housing" in public settings
- Assisting with administrative duties, including report preparation and communication with local officials and funding sources
- Assisting in the provision of Enforcement Program activities

Qualifications

- Excellent public speaking skills
- Detail-oriented, organized recordkeeping skills
- Ability to manage one's own time and work independently
- Ability to work cooperatively and effectively with diverse groups of people and organizations
- Committed to vigorous enforcement of fair housing and fair lending laws
- Computer literate; experience with Microsoft applications (e.g. Word, Excel, PowerPoint)
- Some weekend and evening availability required
- Spanish or Hmong language proficiency a plus
- B.A./B.S. preferred, but commensurate experience will be considered
- Valid driver's license

How to Apply

NO TELEPHONE INQUIRIES ACCEPTED

Please submit a cover letter and current résumé to: mmfhc@fairhousingwisconsin.com

A cover letter and current résumé may also be submitted by mail to:

MMFHC

Attention: Human Resources Committee

759 N. Milwaukee Street, Suite 500

Milwaukee, WI 53202

***MMFHC is an equal opportunity employer.
If you need materials in alternate formats or other accommodations,
please call 414-278-1240.***