



## **JOB ANNOUNCEMENT: PROGRAM SERVICES COORDINATOR**

**Posted May 1, 2018**

**Applications accepted until position filled**

The Metropolitan Milwaukee Fair Housing Council (MMFHC) is seeking a Program Services Coordinator to provide fair housing outreach and education services to persons residing in metropolitan Milwaukee. This position is based in MMFHC's Milwaukee office.

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 four-county metropolitan Milwaukee region. 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 the Fair Housing Council at community events, meetings, and fairs; acting as an "ambassador for fair housing" in public settings
- Coordinating events on behalf of the Fair Housing Council
- Assisting in Fair Housing Council fundraising efforts

### **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
- Must reside in the City of Milwaukee, or relocate to the City of Milwaukee within 90 days of hire
- 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](mailto: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.***