



BNI Job Openings – June 2015:

- Fair Housing Specialist
- Student Intern

BNI Fair Housing Specialist

Reports to: Director of Programs

General Responsibilities

Under the supervision of the Director of Programs, the Fair Housing Specialist functions as a flexible member of the Fair Housing Department in support of federal, state, and local fair housing law enforcement. The Fair Housing Specialist will coordinate all aspects of testing and monitoring program, respond appropriately to discrimination inquiries and complaints, and provide community education/ outreach in collaboration with other BNI staff and departments. Job responsibilities include but are not limited to:

- Recruit and train fair housing testers. Facilitate positive relationships between testers and BNI.
- Employ various methods to assist in determining where to conduct tests including scouting and research. Develop testing strategy and select appropriate testers. Make test assignments, provide appropriate and thorough instructions for each test, and review them with the testers. Provide clear and accurate directions when necessary, utilizing maps or other sources of information. Analyze test reports, debriefing notes, and other information to determine whether there is evidence of illegal housing discrimination and, if so, assessing its severity.
- Receive and respond to all fair housing inquiries and housing discrimination complaints coming to BNI. Obtain complete information about any alleged discrimination and in consultation with appropriate staff, determine whether any discriminatory housing practice appears to have occurred.
- Provide consultation to complainants with regard to their rights, options and remedies under the fair housing laws. Assist complainant in trying to negotiate a satisfactory resolution of their complaints. Write reasonable accommodation or modification requests when necessary.
- Refer appropriate cases to federal, state and local agencies for necessary enforcement actions and participate as required in gathering additional evidence and providing any other assistance needed in those cases, including any further action taken through BNI's own legal resources. Act as a resource to outside attorneys litigating BNI cases.
- Maintain complete and accurate records of all activities related to various job duties and assignments and produce reports on such activities as may be required by BNI.
- Help to increase the awareness of the assistance available at BNI if housing discrimination is suspected.
- Assist with in-house training and orientation of staff, interns, volunteers, etc.
- Keep informed of developments in federal, state and local housing laws, regulations, guidelines, court cases and research.
- Interact effectively and represent BNI in professional and positive manner at all times to clients, representatives of housing, real estate, and related industries, staff, volunteers, testers, interns, members, board directors, etc.
- Maintain appropriate confidentiality. Handle sensitive issues with tact and professionalism.
- Monitor real estate advertising in newspapers magazines and other publications to ensure compliance with the prohibition against discriminatory advertising practices.
- As requested, may assist with program audits and reporting to funding sources.

- Communicate and interact effectively and appropriately with BNI program and administrative staff.
- Utilize formal and informal supervisory time with Director of Programs to maintain appropriate level of information sharing and goal setting.
- Other duties as assigned.

Some travel and evening or weekend hours may be necessary in conjunction with testing and outreach activities.

Requirements

BA/BS degree with relevant experience and or JD preferred. Preference is given to those with previous experience in fair housing, disability advocacy, or other civil rights work. Bi-lingual (English & Spanish) language skills are a plus. Computer literacy in word processing and internet research required. Must have a proven ability to work within a structured organizational setting, excellent written, verbal and interpersonal skills, and the ability to remain objective and interact effectively with persons in stressful and/or sensitive situations. Must be able to drive and have access to a car.

BNI Student Intern

Baltimore Neighborhoods, Inc. (BNI) is one of the oldest non-profit fair housing organizations in the nation. For 55 years, BNIs' mission has been to promote justice in housing throughout the State of Maryland. BNI's work focuses on fair housing and tenant-landlord advocacy, education, enforcement and outreach. This is an excellent research and public service oriented opportunity to learn and gain experience with Maryland housing issues.

Internships are available in BNI's Fair Housing and Tenant-Landlord programs. Ideally, interns will be available a minimum of 7 hours per week and be law or graduate students in relevant fields of study.

General Responsibilities:

Under the supervision of the Executive Director and Program Director, the student intern supports BNI's work to achieve justice in housing through programs that seek to eradicate housing discrimination and enforce tenant/landlord rights and obligations throughout the state of Maryland.

Specific Responsibilities:

- Research, analyze, and draft memoranda on legislation and policy issues pertaining to housing discrimination and other housing issues;
- Develop reports and other materials (i.e., fact sheets, articles, letters) to educate different audiences about the issues of housing justice;
- Monitor and report on current events, legislation, litigation and policy developments from Maryland and around the world on the issues of housing fairness;
- Attend and report on selected local briefings, meetings, and conferences;
- Undertake special projects and assignments as needed.

Intern Qualifications:

Ideal candidate should be an enrolled law student or graduate student pursuing a Juris Doctor or relevant master's degree. Interns should possess an interest in social justice, community engagement, and public service, and possess excellent communication skills; computer literacy is also a requirement.

To apply, please submit a current resume, cover letter, and writing sample (no school-related papers, please) to jobs@bni-maryland.org with subject of "internship".