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FAIR HOUSING ADVOCATE

New York, NY

Application Deadline: 11/28/2014

BROOKLYN LEGAL SERVICES CORPORATION A

<http://www.bka.org>

Date Posted: 10/31/2014

Job Type: LAW RELATED POSITIONS

Schedule Type: Full Time

Practice Areas: Homelessness/Housing/Landlord-Tenant, Legislative/Policy Issues, Real Estate/Land Use

Job Description

Brooklyn Legal Services Corporation A (Brooklyn A) seeks a Fair Housing Advocate for its Group Representation Unit of its Preserving Affordable Housing Program. This is a new position within the Unit to expand its work in educating and engaging communities around the fair housing laws and enforcing their protections for low-income tenants in Brooklyn. It is a one-year position subject to renewal, with an anticipated start date in January 2015.

Since 1968, Brooklyn A has provided free legal services for low income residents and organizations of Brooklyn, pursuing a neighborhood based mission of justice, empowerment and community development.

Working closely with the Unit's staff and under the supervision of its Director, the Advocate will coordinate a

comprehensive outreach campaign to educate vulnerable tenants about their rights under the fair housing laws to combat discrimination and neighborhood segregation.

Responsibilities include:

- **Designing and executing a curriculum** of know-your-rights workshops, community presentations, and educational seminars to residents, community organizations, grassroots coalitions, faith-based organizations, affordable housing advocates, public agencies, and other local stakeholders.
- **Engaging community coalitions, advocates, and public officials in dialogue** about affirmatively furthering fair housing in communities suffering from massive displacement and in the context of rezonings, land use policies, affordable housing development, and other urban planning measures that can greatly impact neighborhood segregation.
- **Publishing and distributing widely a broad array of informational materials** that explain fair housing protections, methods of filing complaints, and resources for assistance in pursuing claims of housing discrimination.
- **Engaging in communications and media strategies** that spread awareness of housing issues or policies affecting low-income neighborhoods in Brooklyn.
- Implementing a **dedicated intake system for receiving and accurately tracking** allegations of housing discrimination, assisting individuals in filing complaints, and coordinating a referral mechanism for fair housing enforcement.
- Other miscellaneous duties, including grant reporting, **data tracking**, and participating in community meetings

Qualifications

- Demonstrated passion and commitment to civil rights and the public interest
- B.A. or B.S. required; Graduate Degree in any relevant field (including J.D.) a plus
- Experience in community organizing and outreach, advocacy and/or policy work
- Demonstrated abilities to work with diverse community organizations and other relevant stakeholders
- Excellent public speaking and writing skills, with the ability to translate legal concepts into understandable and clear language
- Strong communication and interpersonal skills; experience with print and social media outreach a plus
- Highly motivated, team-oriented, efficient, and creative; capable of working independently or closely with the group in a busy environment, managing a diverse and high workload and ability to adapt to quick or changing deadlines
- Organized and attentive to detail. Computer proficient in order to compile reports and records from activities, track data, and perform other relevant intake or administrative responsibilities.
- Ability to work flexible hours (evenings or weekends) as the need arises given the community-based nature of the job
- Spanish language skills a plus

Application Instructions:

To apply, forward a cover letter with your resume to:

Joshua Hoffman, Esq.

Brooklyn Legal Services Corporation A

260 Broadway, 2nd floor

Brooklyn, New York 11211

E-mail: jhoffman@bka.org

Contact Information:

Joshua Hoffman

jhoffman@bka.org

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