



MASSACHUSETTS FAIR HOUSING CENTER

Housing Counseling Coordinator

The Massachusetts Fair Housing Center (MFHC), the oldest fair housing center in Massachusetts, seeks a full-time Housing Counseling Coordinator to join a passionate and skilled team. MFHC is dedicated to ending systemic housing discrimination; our core work includes legal and policy advocacy, outreach and education, and housing counseling. As an organization centered on advancing housing justice, MFHC works to preserve tenancies, prevent homelessness, create lead-safe housing opportunities for families with children, protect survivors of domestic violence and hate crimes, provide greater housing opportunities for recipients of rental assistance, and ensure people with disabilities enjoy equal access to housing. We are mission driven and believe that our work has the power to yield meaningful change. Please read more about our work on our website.

The Housing Counseling Coordinator will be based in MFHC's Holyoke office and will spearhead our housing search assistance program. MFHC's housing search assistance program provides free counseling and assistance to individuals and families who have a housing voucher (like Section 8) and are looking to move but need support with their housing search. Our program recognizes the difficult challenges those seeking to move with vouchers experience, including limited resources, discrimination, and the effects of disabilities. We are also in the process of expanding our program to support other targeted populations with specific housing search-related needs including survivors of intimate partner violence. Our housing search assistance program serves Hampden, Hampshire, Franklin, Worcester, and Berkshire counties. In addition to housing search support, the Housing Counseling Coordinator will also provide benefit maximization support to help clients identify and access additional resources, including utility assistance and rental assistance programs.

This position is dependent on grant funding.

Qualifications: Bachelor's degree or commensurate experience. Willingness to learn state and federal fair housing laws and policies. Proven ability to work with clients, manage project timelines, work independently, and foster ongoing professional relationships. Bilingual English/Spanish is a plus.

Compensation: The salary for this position begins between \$45,000-\$50,000, depending on experience. Benefits include employer-sponsored healthcare plan, competitive time off, and fringe benefits including payment of professional dues and professional development trainings. We are a supportive workplace with a 35-hour work week and offer flexibility regarding hybrid work.

To apply, please submit a cover letter, resume, writing sample, and contact information for three professional references to jobs@massfairhousing.org or mail to Claire Trivax, Administrative Coordinator, Massachusetts Fair Housing Center, 57 Suffolk Street, Holyoke, MA 01040. Interviews will be conducted on a rolling basis until the position is filled. MFHC is an Equal Opportunity Employer and is committed to creating a diverse and inclusive workplace free of discrimination. MFHC encourages applicants from a broad range of backgrounds and experiences.