



# MASSACHUSETTS FAIR HOUSING CENTER

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## **Civil Rights Specialist (Bilingual Preferred)**

The Massachusetts Fair Housing Center (MFHC), the oldest fair housing center in Massachusetts, seeks a full-time Civil Rights Specialist 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 Civil Rights Specialist will be based in MFHC's Holyoke office and will handle client intake and assist with investigation of housing discrimination complaints as well as providing other client-related support as needed by legal staff. Job duties will also include assisting with interpretation and translation, assisting in planning and coordination of programs and events, and assisting with other projects as assigned.

This position is dependent on grant funding.

**Qualifications:** Bachelor's degree or equivalent education/work experience. Fluency in Spanish strongly preferred. Strong written and verbal skills. Strong organizational skills and excellent attention to detail. Computer literacy. Ability to follow complex instructions, work independently, and work as part of a team. Ability to communicate with and establish rapport with individuals from diverse backgrounds.

**Compensation:** This is a 35-hour per week position. The compensation for this position begins at \$25.00/hour. 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](mailto:jobs@massfairhousing.org) or mail to Claire Trivax, Administrative Coordinator, Massachusetts Fair Housing Center, 57 Suffolk Street, Holyoke, MA 01040. 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.