



Training Assistant

The Equal Rights Center¹ (ERC) is a nonprofit organization that advances civil rights in housing, employment and public accommodations in its home community of Greater Washington, D.C. and nationwide. The ERC conducts investigations using civil rights testing to identify unfair and unlawful discrimination and uses data from civil rights testing to educate, advocate and, when necessary, to enforce the law. The ERC's Multifamily Housing Resource Program (MHRP) assists and guides the private sector in maintaining compliance with a variety of civil rights laws by providing training, compliance testing and best practices technical assistance to businesses.

The ERC is hiring a Training Assistant who will report directly to the Director of Training and Compliance and will be responsible for providing civil rights-related training and services to ERC corporate, government, and non-profit clients. This position features core job duties that require regular in-person work in the ERC's service area, so a successful candidate must live in or be willing to move to the greater Washington, D.C. region. This position will require a significant amount of travel throughout the DMV region. Applicants should have access to reliable transportation as these locations may not be accessible via public transit. Mileage and other associated travel expenses will be reimbursed by the ERC.

Specific Duties will include the following:

- Deliver civil rights-related trainings as assigned to corporate, government, and non-profit clients. Initially, these trainings will focus exclusively on fair housing but may expand into other civil rights-related issue areas over time;
- Assist the Director of Training and Compliance with new content and course production as assigned;
- Support updating of and/or production of new training materials;
- Remain up to date about relevant changes in law, best practices, and industry trends and update training materials as necessary to adapt to such changes;
- Develop and administer training evaluation tools like surveys, then incorporate feedback to improve training quality and effectiveness;
- Conduct research as assigned into fair housing and other civil rights related issues and best practices;
- Provide administrative support to the Multifamily Housing Resource Program; Assist with the planning and content of quarterly meetings/annual events as part of the Multifamily Housing Resource Program.
- Other duties as assigned.

¹ The ERC follows Covid-19 related public health guidance. The ERC requires all staff members to certify that they have been fully vaccinated against Covid-19. Exemptions to the vaccine requirement will be granted in accordance with applicable federal, state, and/or District laws. ERC participates in E-verify.

Required Qualifications:

- Bachelor's degree in related field or equivalent experience;
- As a steward of the Multifamily Housing Resource Program, the Training Assistant must be an engaging trainer and also display extreme professionalism, exercise excellent judgment, and provide stellar customer-service;
- Strong interactive presentation skills;
- Willingness to learn and follow best practices for creating accessible documents;
- Curiosity and a willingness to engage in continuing education;
- The ability to grasp and teach a variety of topics;
- Creative, self-motivated, and an independent problem solver;
- Consistency with following organizational policies and procedures;
- Proficiency in Microsoft Office (PowerPoint, Word, Excel) and online meeting software like Teams and Zoom.
- Be comfortable and effective working in a hybrid work environment where the majority of staff interaction happens virtually

Preferred Qualifications:

- Two years of fair housing experience, strong preference for someone with formal fair housing training through an entity like the National Fair Housing Alliance or National Fair Housing Training Academy;
- In-depth knowledge of the Fair Housing Act and fair housing best practices, knowledge of the Americans with Disabilities Act and other civil rights related statutes;
- Experience with Salesforce or other database management;
- Experience with online course development or formal training in curriculum development;
- Experience with audio or e-learning software;
- Proficiency in Spanish.

Salary and Benefits:

This is an exempt, full-time position at 40 hours per week. The salary for this position ranges from \$50,000 to \$54,999 and the final offer will be based on the candidate's qualifications and experience. The ERC offers a generous benefits package that currently includes:

- Health insurance (fully paid by the employer, 80% premium paid for employee's dependent children)
- Employer paid vision, dental, life, and long-term disability insurance
- Generous paid leave consisting of:
 - Vacation: starting at 15 business days/year;
 - Sick leave: 12 business days/year;
 - Personal leave: 3 days/year;
 - At least 12 paid holidays per year.
 - Office closure from December 25 to January 1 that does not count towards PTO
- 401K plan with 3% matching contributions
- Employment Assistance Program

Application Instructions:

To apply, please submit your resume and cover letter to employment@equalrightscenter.org. Applications without a cover letter will not be evaluated.

**The Equal Rights Center is proud to be an Equal Opportunity Employer.
The Equal Rights Center is a barrier, drug and smoke free workplace.**