



## Strategic Initiatives Coordinator

The Equal Rights Center (ERC) is a national nonprofit that advances civil rights in housing, employment and access to public accommodations. Using civil rights testing, education, advocacy, and enforcement, the ERC identifies and remedies unlawful discrimination and promotes equal opportunity.

The ERC is looking for a dynamic and energized professional with passion for civil rights to be the Strategic Initiatives Coordinator. The successful candidate will be required to work across program teams to coordinate civil rights tests, communicate test results, and develop testing proposals, along with playing a leading role in the further development of the ERC's Strategic Initiatives program area.

### Specific Duties:

- Acting as a civil rights test coordinator for strategic initiatives. This will primarily involve the following:
  - Design/develop, coordinate and manage civil rights tests and testing investigations (both complaint and systemic).
  - Assisting with the development of testing plans and budgets.
  - Conduct intake interviews with complainants and engage in education and outreach related to civil rights testing investigations or tester recruitment for investigations.
  - Analyze investigative results and prepare findings for publication in outreach materials, including reports, or for referral to enforcement agencies or counsel.
- Developing and implementing new Strategic Initiatives, including the following:
  - Researching and reporting on best practices and developments in testing strategies and protocols.
  - Researching and reporting on civil rights areas outside of the ERC's Fair Housing and Accessibility Rights programs that may benefit from civil rights testing methodologies.
  - Assisting with the development of proposals for testing projects within the Strategic Initiatives program.
- Engaging in project management activities to meet deadlines and produce high quality work product within the ERC's Strategic Initiatives program. This will include:
  - Assisting with the development and implementation of work plans.
  - Communicating with complainants, funders, and/or corporate and government clients about the outcomes of Strategic Initiatives testing investigations, including report writing.
  - Making recommendations about how to overcome roadblocks in implementing test methodologies and how to respond to test results to the ERC's Deputy Director.

- Collaborating with the ERC's external affairs team to publicize the results of testing investigations as appropriate.
- Other duties as assigned.

**Qualifications:**

- A Bachelor degree from an accredited institution;
- A minimum of two years of civil rights testing experience;
- Experienced and skilled in using Microsoft Office and program databases;
- A working knowledge of civil rights laws;
- Demonstrated commitment to civil rights and social justice;
- Excellent organizational and time-management skills;
- Exceptional writing and oral presentation skills;
- Proven ability to simultaneously work on multiple projects and meet strict deadlines;
- Sound judgment, resourcefulness, and a reputation for being a hard worker with a willingness to go the extra mile;
- Comfortable working in a fast paced, high-demand environment, with lots of change and team collaboration required.
- A relationship with immigrant communities and specialized knowledge of discrimination issues impacting immigrant communities, specifically language access issues, is a plus;
- Bi-lingual fluency in English and another language is a plus.

**Salary and Benefits:**

The salary will be commensurate with experience. The ERC offers a generous benefits package that includes health insurance, life insurance, paid leave, and other competitive benefits.

**Application Procedure:**

Please e-mail a cover letter and resume to [employment@equalrightscenter.org](mailto:employment@equalrightscenter.org):

**E-mail Subject Line:** Strategic Initiatives Coordinator

**Deadline:** Open until filled but an initial round of interviews will take place based on submissions received before COB on Wednesday, April 26<sup>th</sup>.

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