



Testing Coordinator

The Equal Rights Center (ERC) is a nonprofit civil rights organization that identifies and seeks to eliminate unlawful and unfair discrimination in housing, employment, and public accommodations in its home community of Greater Washington, D.C. and nationwide. The ERC's core strategy for identifying unlawful and unfair discrimination is civil rights testing. When the ERC identifies discrimination, it seeks to eliminate it through the use of testing data to educate the public and business community, support policy advocacy, conduct compliance testing and training, and, if necessary, take enforcement action. More information about civil rights testing is available on the ERC's website at www.equalrightscenter.org.

The ERC is hiring a Testing Coordinator. This position will be responsible for coordinating and conducting a variety of civil rights testing investigations. The Testing Coordinator will report to the Testing Manager. Because the Testing Coordinator will be providing support on investigations in nationwide locations, some travel is required for this position.

This position does not include core job duties that require regular work in the ERC's office, so we welcome applications from applicants who are interested in remote work. However, candidate selection may be influenced by state-based business registration requirements. Applications from residents or prospective residents of the greater Washington, D.C. region are especially encouraged.

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.

Specific duties will include the following:

- Develop and coordinate testing investigations designed to assess compliance with various civil rights laws and policies, including, but not limited to, fair housing laws;
- Effectively manage testers used on projects to ensure compliance with ERC testing program standards regarding evidence collection, objectivity, timeliness and tester appreciation;
- Analyze test results;
- Provide interim and final reports on testing results and prepare findings for referral to appropriate grantors, organizations, agencies or legal counsel;
- Conduct case management, tracking, and follow-up;

- Coordinate and conduct tester trainings and community-based education and outreach activities;
- Comply with project work plans and budgets for civil rights testing under a variety of contracts and grants;
- Aid in the development of written articles and other materials; and,
- Other duties as assigned.

Required Qualifications:

- Though experience with test coordination and/or civil rights investigations is preferred, it is not required. However, two years of professional experience, preferably including experience managing other individuals like interns or volunteers, is required;
- A Bachelor’s degree from an accredited institution or equivalent experience;
- The ability to apply critical thinking skills to civil rights investigations;
- A demonstrated commitment to civil rights or social justice;
- Working knowledge of civil rights laws and a willingness to engage in continuing education on the laws, including reading relevant case law;
- Excellent organizational and time management skills, including the ability to prioritize and manage multiple projects with attention to detail, while meeting strict deadlines;
- Exceptional written and oral presentation skills;
- Willingness to learn and follow best practices for creating accessible documents;
- Proficiency in Microsoft Word, PowerPoint, and Excel; experience logging data and time into a database a plus;
- Ability to work independently and exercise sound judgment;
- Comfort working in a fast-paced environment with lots of change and collaboration with a diverse team; and,
- Self-motivation and the ability to problem solve.

Salary and Benefits:

The salary for this position ranges from \$50,000 to \$59,999, 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 and dental insurance
- Employer paid 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: Three days/year;
- At least 12 paid holidays per year.
- SIMPLE-IRA plan with 3% matching contributions
- Employment Assistance Program
- WMATA SmartBenefits

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.