



## **Testing Coordinator**

The Equal Rights Center (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 is hiring a Testing Coordinator. This position will be responsible for coordinating and conducting a variety of civil rights testing investigations.

Specific duties will include the following:

- Develop and coordinate testing investigations designed to assess compliance with the Fair Housing Act;
- Analyze and provide interim and final reports on testing results and prepare findings for referral to appropriate organizations, agencies or legal counsel;
- Conduct case management, tracking, and follow-up;
- Coordinate and conduct tester trainings and community based education and outreach activities;
- Follow and comply with project work plans and budgets for civil rights testing under a variety of contracts and grants; and,
- Aid in the development of written articles and other materials.

### **Required Qualifications:**

- A Bachelor's degree from an accredited institution;
- 1 year of successful experience in civil rights testing, preferably fair housing testing;
- 2 years of professional experience;
- The ability to implement complex investigative testing strategies;
- A demonstrated interest in civil rights or social justice issues through professional experience or academic work;
- Exposure to civil rights laws related to fair housing;
- 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;
- Comfort working in a fast pace 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 will be commensurate with experience. The ERC offers a generous benefits package that includes health insurance, life insurance, paid leave, IRA plan with matching contributions, and other competitive benefits.

**Application Procedure:**

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

*Email subject line:* Testing Coordinator

*Deadline:* Open until filled

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