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. More information about civil rights testing is available on the ERC's website at www.equalrightscenter.org.

Though the ERC is based out of Washington D.C., remote workers may be considered for this position. Staff members who will be present in the ERC's office must be fully vaccinated. Each existing and new staff member who will be present in the ERC's office must complete a Vaccine Status Certification form, confirming that they have been fully vaccinated. 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:
- A Bachelor's degree from an accredited institution or equivalent experience;

- One year of successful experience in civil rights testing
- Two years of professional experience, preferably including experience managing other individuals like interns or volunteers;
- The ability to apply critical thinking skills to civil rights investigations
- A demonstrated interest in civil rights or social justice issues
- 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 range for this position starts at $45,000. 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

Email subject line: Testing Coordinator
Deadline: While applications are encouraged by July 31, 2021, the position will remain 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.