

Legal Assistance of Western New York, Inc. ®



We provide free legal aid to people with civil legal problems in western New York.

www.lawny.org

Fair Housing Testing Coordinator - Rochester, Geneva, and Bath

Legal Assistance of Western New York (LawNY®) Rochester Office has three immediate openings for Fair Housing Testing Coordinators at its offices located in Rochester, Geneva and Bath New York locations. LawNY® is funded in part by the Legal Services Corporation and provides free legal services to low-income families and individuals. Fair Housing Testing is a method of investigating discrimination in housing in violation of fair housing laws. Responsibilities will include recruiting fair housing and fair lending testers; designing and conducting tester training; designing systemic and complaint-based tests; preserving and controlling evidence; preparing investigative reports; and analyzing test reports. The Coordinator will maintain detailed case records and assist with reporting. The Coordinator must be available to work outside normal business hours on occasion to conduct outreach and to de-brief testers.

Program: LawNY® is a not-for-profit law firm which provides civil legal services to low income clients in a fourteen-county region in western New York State. LawNY® staff work in a cooperative environment and all staff members are expected to assist other staff members to achieve the general purposes of our program.

Requirements: An associate's degree and/or a combination of education and relevant work experience is required. Applicants should have a demonstrated commitment to working with and serving low-income individuals. Excellent interpersonal skills, strong organizational skills, strong written and oral communication skills, an ability to work independently and strong computer skills are necessary. Fluency in Spanish or other languages is an asset, however, is not required.

Salary/Fringe Benefits: Salary is dependent on experience and based on a pay scale with annual increments. The entry level salary for a Paralegal is \$30,000 increasing to \$35,000 for a paralegal with five years' experience. LawNY® provides an excellent benefits package including health, dental and vision insurance, generous leave provisions, retirement plan, paid parental leave, disability coverage and numerous opportunities for professional development and other benefits. This position is considered non-exempt under the Fair Labor Standards Act.

Procedure: Applicants should submit a cover letter describing qualifications, resume, writing sample and the name and contact information of (3) references for immediate consideration. The position is available immediately and will remain open until filled. Please apply early. Applications

should be addressed to the attention of Lori O'Brien, Deputy Director, and sent by email to lawnyapplications@lawny.org. Candidates can also apply via Indeed.com.

Legal Assistance of Western New York, Inc.® (LawNY®) is an equal opportunity employer. LawNY® encourages applications from diverse candidates. LawNY® welcomes applications regardless of race, color, religion, sex, gender identity, sexual orientation, pregnancy, national origin, age, disability, genetic information or any other consideration protected by law.

This position is considered non-exempt pursuant to the Fair Labor Standards Act.

Printed: August 6, 2020

<http://www.lawny.org/node/399/fair-housing-testing-coordinator-rochester-geneva-and-bath>

©Legal Assistance of Western New York, Inc. ®