

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

POSITION ANNOUNCEMENT (March 2021)

FAIR HOUSING TESTING COORDINATOR POSITION

IN ROCHESTER NEW YORK

Legal Assistance of Western New York (LawNY®) Rochester Office has an immediate opening for a Fair Housing Testing Coordinator at its office located in Rochester New York. 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 trainings; 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.

LawNY® is committed to equitable inclusion across race, gender, sexual orientation, gender identity, age, ability, sex, religion, economic circumstances, ethnicity, national origin, and culture. We are striving to transcend the construct of race and be an anti-racist law firm. We encourage staff to bring their whole selves to work each day and pledge to celebrate every aspect of who they are.

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 prior experience with low-income and other oppressed communities and clients. 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. To ensure full consideration, apply by March 26, 2021. Applications should be addressed to the attention of Lori O'Brien, Deputy Director, and sent by e-mail to lawnyapplications@lawny.org only. 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.

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<http://www.lawny.org/node/437/fair-housing-testing-coordinator-rochester>

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