

INVESTIGATIONS COORDINATOR – FAIR HOUSING

ANCHORAGE, ALASKA

Alaska Legal Services Corporation (ALSC) is recruiting for a full-time (35 hours per week) Investigations Coordinator for ALSC's Fair Housing Project in the Anchorage office to coordinate fair housing investigation, enforcement and advocacy activities. The position is responsible for conducting fair housing investigations, maintaining accurate records of investigations, preparing clear and detailed investigative reports, recruiting fair housing testers, and leading fair housing tester training sessions. The Investigations Coordinator also assists with community outreach and education efforts, and with grant reporting.

ALSC's Fair Housing Project works to eliminate illegal housing discrimination and promotes equal access to housing by providing education, outreach, technical assistance, and enforcement opportunities specifically related to federal, state, and local fair housing laws. More information on the program and fair housing testing is available at www.fairhousingalaska.org.

Required: High School Diploma or Equivalent; Computer proficiency (Windows operating system, Microsoft Office, Google Workspace, Internet, e-mail and data entry); Ability to take full ownership of assigned tasks/projects and work independently as well as collaboratively; and strong organizational, time management skills with high attention for detail.

Highly Desired: Bachelor's degree in a related field; Knowledgeable in fair housing and other civil rights laws, as well as landlord-tenant law; and familiarity with cross-cultural situations.

Hourly Wage is \$26.72-\$40.07 DOE. Generous benefits and leave package provided, including partial reimbursement of relocation expenses. Personal leave begins at six weeks per year for a full-time employee. ALSC observes 15 paid holidays.

Applications: ALSC is proud to be an equal opportunity employer. We are committed to ensuring a workplace free from discrimination and treating everyone with respect regardless of their race, color, religion, gender, national origin, age, disability, or any other characteristic protected by law. Review of applications will begin immediately and continue until the position is filled. Please email a cover letter and resume that includes three professional references to: Careers@alsc-law.org.

About Alaska Legal Services Corporation (ALSC): As a private, nonprofit law firm, the mission of ALSC is to provide civil legal aid to those who cannot afford it. Through our work, we empower people and communities throughout Alaska to protect their safety, their health, and to promote family stability. Through advocacy, education, collaboration, and litigation, we empower individuals, protect fundamental rights, strengthen communities, create opportunities, and achieve justice.