

Civil Rights Paralegal/Investigator

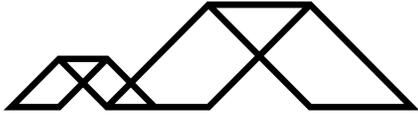
The Massachusetts Fair Housing Center (MFHC) seeks one or more paralegals to help us achieve our mission of ending systemic housing discrimination and creating inclusive communities through education, outreach, legal advocacy, housing counseling, and enforcement. MFHC is the oldest fair housing organization in Massachusetts and provides life-changing legal services to victims of housing discrimination. Our work preserves tenancies, prevents homelessness, creates lead-safe housing for children, protects victims of domestic violence and hate crimes, provides greater housing opportunities for recipients of rental assistance, and allows people with disabilities to enjoy equal access to housing and the ability to live with greater independence and dignity.

Responsibilities:

- Interview clients and witnesses
- Investigate and research housing discrimination complaints
- Obtain case-related documents
- Draft documents, correspondence, and administrative complaints
- Assist with public outreach, including use of social media
- Conduct fair housing educational workshops
- Follow up on housing discrimination complaint intakes
- Make referrals, as appropriate
- Maintain accurate case files and assist in maintaining a database for grant reporting.
- Assist with other projects as assigned

Qualifications:

- A paralegal certificate, or 4-year degree, and prior civil litigation experience, are preferred.
- We will consider a candidate who is attending law school part-time.
- Bilingual English/Spanish is preferred
- Strong writing, organizational, and communication skills are required.
- Knowledge of Word and Excel is required, and a candidate with a working knowledge of Westlaw is preferred.
- A valid Massachusetts driver's license and ability to drive is required, as travel to various courts, clients, and other law office locations are required.
- Strong commitment to social justice and public interest law
- Superior writing skills
- Well-organized with excellent attention to detail
- Training and public speaking experience
- Reliable transportation and the ability to travel in and out of state



MASSACHUSETTS FAIR HOUSING CENTER

- Computer literacy
- Proficiency with social media
- Ability to work independently and as part of a team in a small nonprofit environment
- Ability to work well with individuals from diverse backgrounds

Salary range: \$35,000 - \$45,000; includes health insurance, paid vacation, holidays, and sick time.

Hours:

This position requires some nights and weekends as needed.

Office Location:

Holyoke, MA

The Massachusetts Fair Housing Center is an equal opportunity employer. We are committed to creating a diverse and inclusive workplace free of discrimination. MFHC does not discriminate based on race, color, national origin, religion, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status, or genetic information. We encourage individuals from historically marginalized communities to apply.

To Apply:

Please send cover letter, resume, writing sample, and contact information for three professional references to mbergquist@massfairhousing.org. Email is preferred, but you may also submit requested documents by regular mail to: Massachusetts Fair Housing Center, 57 Suffolk Street, Holyoke, MA 01040.

This position will be open until filled. We are seeking to fill this position as soon as possible. For additional information: www.massfairhousing.org