

HOUSING EQUALITY CENTER OF PENNSYLVANIA

JOB DESCRIPTION

OUTREACH COORDINATOR

The Housing Equality Center of Pennsylvania (HECP) is a private, non-profit agency whose mission to advance fair and equal access to housing opportunities for all Pennsylvanians. HECP offers a variety of programs and services to the general public to ensure that consumers have equal access to housing on a nondiscriminatory basis and that they understand their rights under fair housing laws. HECP provides counseling and enforcement support for victims of housing discrimination, education and training programs for social service organizations, public officials, municipalities, and private and nonprofit housing providers to promote compliance with fair housing laws, and print materials and other resources to educate the public and housing professionals about fair housing.

Definition

Under the supervision of the Intake, Enforcement, and Compliance Manager, the Outreach Coordinator is responsible for consumer outreach and training, dissemination of print materials and other fair housing resources, relationship building with entities to whom consumers turn for assistance, publicizing HECP and its services, reinforcing and extending HECP's visibility in the community, representing HECP at meetings and events, and external communication to the general public, including social media and advertising. This position is currently grant-funded for one year.

Essential Duties and Responsibilities

- Develop and implement community outreach strategies that inform consumers of their fair housing rights and the services that HECP provides to individuals who have experienced housing discrimination
- Maintain a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities
- Schedule regular outreach exhibitions in the community to educate consumers on fair housing rights and HECP services
- Maintain constituent contact and mailing list information
- Schedule and conduct educational training sessions for consumers in accordance with contract schedule and/or as assigned
- Conduct outreach at meetings and events and network with housing professionals, social service agencies, and government entities in order to further HECP's mission
- Create and maintain contacts with public service agencies, community groups, and elected officials whose clients or constituents are most likely to benefit from fair housing services
- Nurture new and old relationships with collaborative partners.
- Enhance HECP's online/social media presence
- Assist in the organization of conferences and special events, including donor/volunteer appreciation events and other fundraising initiatives
- Manage the distribution and maintenance of print and electronic collateral including, but not limited to, newsletters, print materials, and PSA advertisements
- Record and maintain database-reporting statistics of all education and outreach activities and educational materials distributed
- Assist with intake of fair housing complaint allegations and providing information and referrals to callers with landlord/tenant and various other housing issues

- Constantly expand knowledge and skills necessary to maintain HECP's role as the region's go to fair housing agency
- Assist with other HECP programs and events as assigned

Education and Experience

BS or BA in appropriate discipline or equivalent experience. Prior experience in community outreach, marketing, advocacy, or related role.

Qualifications

- Demonstrated commitment to fair housing and civil rights
- Excellent written and verbal communication skills
- Excellent interpersonal skills and the ability to build rapport with constituents
- Ability to effectively present information to people of diverse backgrounds in individual and group settings
- Strong computer proficiency with a variety of platforms
- Ability to simultaneously manage multiple assignments and meet all contractual deadlines
- Excellent organizational skills and attention to detail
- Ability to implement tasks, problem solve, and follow up as assigned
- Ability to work both collaboratively and independently after training
- Ability to represent HECP in an enthusiastic and professional manner
- Bilingual preferred but not required
- Successful applicants must not have been convicted of a felony or of a misdemeanor involving fraud or perjury, or involving any violent act, use or possession of a weapon, or act of dishonesty for which the record has not been sealed or expunged

Other Requirements

This position will require non-traditional work hours for outreach events, agency related meetings and trainings, and attending occasional overnight conferences throughout the United States. Must have own transportation and be willing to travel within HECP's Greater Philadelphia and Lehigh Valley service area. HECP is a hybrid workplace. Our office is currently located in Fort Washington; however, we expect to move to another location within Southeastern Pennsylvania during 2026. It is expected that the Outreach Coordinator will facilitate both in-person and virtual outreach activities.

Salary and Benefits

Salary \$50,000

Paid Holiday, Vacation, Sick, and Personal Time

Group Health Plan

Long Term Disability Insurance

SIMPLE IRA

Send cover letter, resume, and writing sample to:

wentworth@equalhousing.org

No phone calls please.

This position will be posted until filled.