



JOB POSTING
Paralegal – Fair Housing Testing Coordinator
Housing Practice Group
(Internal and External)

For over 50 years, Legal Aid Chicago has provided free civil legal assistance to people living in poverty in metropolitan Chicago. Each year our attorneys, volunteers, and staff help resolve civil legal problems, including domestic violence, consumer fraud, and unfair evictions.

Position: The Housing Practice Group has an opening for a paralegal that will serve as our Testing Coordinator for the Fair Housing Investigation and Enforcement Initiative. This initiative will combat sex-based discrimination by filing complaints, negotiating with housing providers to affirmatively further fair housing, and training community partners and tenants on how to assert fair housing rights.

Responsibilities:

- Research, develop, and implement systemic testing projects;
- Maintain, update, and develop test forms;
- Create tester training materials;
- Recruit, train, and maintain a diverse pool of testers;
- Maintain contact with testers and manage tester retention;
- Coordinate all testing assignments;
- Conduct fair housing tests;
- Manage investigation related and testing materials;
- Analyze test results through specific comparison;
- Maintain and update Test Log and Test Database;
- Assist with enforcement reporting and grant reporting; and
- Assist with research, analysis, and data gathering activities.

Qualifications:

Bachelor's Degree (except for current internal applicants as specified in the Collective Bargaining Agreement). Applicants must have excellent oral and written skills. Ability to work collaboratively with others, and to draft documents including letters and basic pleadings is essential. The applicant's personal background, experience, or professional background should reflect an ability to work effectively in cross-cultural situations with clients, co-workers and the community we serve. Good organizational, information-gathering, and case management skills are essential.

Preferred applicants will also have Spanish language fluency and training or experience with fair housing and working with survivors of trauma and domestic violence.

Salary: Commensurate with experience. Legal Aid Chicago offers a comprehensive benefits package, including 100% employer-paid health plan options, employer-provided group life and long-term disability insurance, low-cost fitness center access, generous paid time off, and much more.

To Apply: Send your cover letter, resume, and the contact information of two professional references to: resume@legalaidchicago.org. Please place “**Testing Coordinator**” in the subject line of your e-mail. Applications will be reviewed on a rolling basis, and the position will remain open until filled. No phone calls, please.

Legal Aid Chicago is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status. Applicants who have experiences with our client communities are encouraged to apply.