



**JOB ANNOUNCEMENT**  
**FAIR HOUSING ADVOCATE**  
**PRESERVING AFFORDABLE HOUSING PROGRAM**

Brooklyn Legal Services Corporation A (Brooklyn A) seeks a Fair Housing Advocate for its Group Representation Unit of its Preserving Affordable Housing Program. At least 1-3 years of advocacy experience in a public interest setting is preferred, but not required.

Since 1968, Brooklyn A has provided free legal services for low income residents and organizations of Brooklyn, pursuing a neighborhood based mission of justice, empowerment and community development.

The Fair Housing Advocate will join Brooklyn A's Group Representation Unit of its Preserving Affordable Housing team, working for and in collaboration with an extraordinary coalition of neighborhood organizations throughout North and East Brooklyn and their tenant and community organizers in order to preserve and expand affordable housing for lower income residents of those areas, in the face of the rising tide of gentrification and tenant displacement throughout their neighborhoods and the racial and gendered disenfranchisement that such perpetuates. The work of the Unit involves representing low-income tenant associations confronting landlords neglecting or seeking to vacate their buildings or engaging in pernicious discriminatory practices; individuals and families facing eviction due to these forms of tenant harassment; community institutions facing closures or adverse actions due to extraordinary market pressures and neighborhood displacement; low-income tenants in fair housing litigation; as well as community groups involved in struggles against exclusionary re-zonings, neighborhood segregation, and other issues critically affecting the future of their communities. Our staff collaborates closely with organizers from local community-based organizations as well as larger policy reform/advocacy efforts and citywide dialogue to improve housing, tenant anti-harassment and civil rights laws in our city and state.

Working closely with the Unit's staff, the Fair Housing Advocate will coordinate a comprehensive outreach campaign to educate vulnerable tenants about their rights under the fair housing laws to combat discrimination and neighborhood segregation and will assist in the investigation of fair housing violations and enforcement of rights under relevant laws.

Responsibilities include:

- Designing and executing a curriculum of know-your-rights workshops, community presentations, and educational seminars to residents, community organizations, grassroots coalitions, faith-based organizations, affordable housing advocates, public agencies, and other local stakeholders.
- Engaging community coalitions, advocates, and public officials in dialogue about affirmatively furthering fair housing in communities suffering from massive displacement and in the context of rezonings, land use policies, affordable housing development, and other urban planning measures that can greatly impact neighborhood segregation.
- Assisting with the filing of administrative and judicial complaints before the federal, state, and local enforcement agencies and courts through client communication/interviewing, case intake, records

*building communities, ensuring opportunity, achieving justice*



management, and drafting.

- Publishing and distributing widely a broad array of informational materials that explain fair housing protections, methods of filing complaints, and resources for assistance in pursuing claims of housing discrimination.
- Engaging in communications and media strategies that spread awareness of housing issues or policies affecting low-income neighborhoods in Brooklyn.
- Implementing a dedicated intake system for receiving and accurately tracking allegations of housing discrimination, assisting individuals in filing complaints, and coordinating a referral mechanism for fair housing enforcement.
- Other miscellaneous duties, including grant reporting, data tracking, and participating in community meetings.

Qualifications include:

- Demonstrated passion and commitment to civil rights and the public interest
- B.A. or B.S. required; Graduate Degree in any relevant field (including J.D.) a plus
- Experience in community organizing and outreach, advocacy and/or policy work
- Demonstrated abilities to work with diverse community organizations and other relevant stakeholders
- Excellent public speaking and writing skills, with the ability to translate legal concepts into understandable and clear language
- Strong communication and interpersonal skills; experience with print and social media outreach
- Highly motivated, team-oriented, efficient, and creative; capable of working independently or closely with the group in a busy environment, managing a diverse and high workload and ability to adapt to quick or changing deadlines
- Organized and attentive to detail. Computer proficient in order to compile reports and records from activities, track data, and perform other relevant intake or administrative responsibilities.
- Ability to work flexible hours (evenings or weekends) as the need arises given the community-based nature of the job
- Spanish language skills a strong plus

Salary will be commensurate with experience; good health and other benefits will be provided.

Brooklyn A is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, religion/creed, color, national origin, sex, age, disability, sexual orientation, military status, predisposing genetic characteristics, victim of domestic violence status or marital status.

To apply, forward a cover letter with your resume to:

Human Resources Department  
Brooklyn Legal Services Corporation A  
E-mail: [BKAjobs@bka.org](mailto:BKAjobs@bka.org)  
Put 'Fair Housing Advocate' in the subject line

*building communities, ensuring opportunity, achieving justice*