



LOUISIANA FAIR HOUSING ACTION CENTER

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Housing Mobility Leasing Coordinator

About Louisiana Fair Housing Action Center (LaFHAC)

LaFHAC is a non-profit organization that seeks to eradicate housing discrimination, an illegal and divisive force that perpetuates poverty and segregation, and limits opportunity. LaFHAC was established in 1995 and is the only full-service fair housing advocacy organization in Louisiana. LaFHAC addresses housing discrimination by 1) educating housing consumers and providers about their rights and responsibilities to proactively prevent violations of the Fair Housing Act; 2) investigating fair housing violations; 3) challenging discriminatory housing practices and policies through litigation; 4) advocating for new policies that promote equitable housing; and 5) counseling homeowners facing foreclosure.

Required Qualifications

- Required knowledge, skills, and abilities for this position may be developed through a Bachelor's Degree in Business, Communications, Social Services, or a similar field,
- 5 or more years of previous work experience in a similar field.
- Experience working with the Housing Choice Voucher program or in property management is preferred.

Position Summary

This position is responsible for searching for units for program clients, developing relationships with property owners, and assisting each party involved in ensuring a fast and smooth lease-up process as a part of a new housing mobility program designed to assist voucher holders who desire to move to well-resourced communities. The Leasing Coordinator holds the primary responsibility of providing coordination services between Housing Authority of New Orleans (HANO), property owners, and housing choice voucher clients. The Leasing Coordinator also assists clients in engaging with property owners by facilitating workshops, setting up unit tours, and working closely with other program staff. The role entails significant interpersonal skills.

Essential Functions

- Develop and manage a database of available affordable units where property owners accept vouchers.
- Perform daily outreach to property owners and managers with available units and encourage them to work with the program.



- Attend property owner events as a program representative
- Provide unit referrals to clients in the program that meet their unit and neighborhood needs.
- Assist clients in contacting property owners, setting up tours, and attending unit tours with clients.
- Host group workshops for clients to learn how to search for units on the private rental market.
- Facilitate fast lease-ups by assisting with filling out and submitting necessary paperwork, and performing rent reasonableness checks.
- Check in with property owners after they have leased up with clients to ensure they have no issues with the Public Housing Authority (PHA) or the tenant.
- Work with other program staff to communicate with property owners and participants to assist in resolving any issues identified as clients transition into their new homes.
- Maintain property owner and client data using case management software programs.
- Participate in interviews by the research partner and other research related activities as requested.

Required Knowledge, Skills, and Abilities

Knowledge of:

- Local, state, and/or federal safety net programs.
- The Orleans Parish rental housing market.
- The role systemic racism plays in shaping communities.

Skills in:

- Describing the benefits of social safety net programs to general populations.
- Advocating on behalf of clients.
- Microsoft Office software including Excel, Word, PowerPoint, and Outlook.

Ability to:

- Communicate effectively both verbally and in writing to a diverse clientele.
- Develop rapport with property owners and clients.
- Use the internet to research and obtain information related to available rental housing.
- Navigate case management software packages.
- Perform duties of the position with minimal direction and complete tasks in a time-sensitive environment.
- Maintain a valid driver's license.

LaFHAC is an equal opportunity employer. LaFHAC values diversity and inclusion in the workplace because it enhances the work we do, reflects the communities we serve, and embodies the values we further and defend. Candidates of all backgrounds are welcome.

Compensation:

The salary for these positions is \$45,000 - \$50,000. Placement within the salary range will be based on years of experience related to the project goals. LaFHAC's benefits include 100% employer-paid medical insurance for employees, with available dental and vision coverage; flex spending account; 401(k) with employer-matched contributions; paid vacation, and paid parental leave.

Please Note: LaFHAC staff continue to work remotely due to the COVID-19 pandemic. The Housing Mobility Coach will work remotely as well until the office reopens to all staff, but will be required to complete in-person tasks that may include, but is not limited to, meeting with vouch holders.

How to Apply

The position is open until filled. Please email a resume and cover letter to Giazzlyn Duncan, explaining your interest in the position to resumes@lafairhousing.org with the subject line "Housing Mobility Leasing Coordinator."