



LOUISIANA FAIR HOUSING ACTION CENTER

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Operations Associate

The Louisiana Fair Housing Action Center (LaFHAC) seeks an Operations Associate to support LaFHAC's New Orleans-based team. 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.

Responsibilities included, but are not limited to:

The Operations Associate's essential responsibilities will include:

- Completing new employee onboarding and employee separation checklist tasks, including ordering business cards and necessary equipment
- Ordering office supplies on a weekly basis
- Serving as point of contact with office building management and Information Technology (IT) contractor
- Providing access to office suite as needed, in the event of emergency or employee lock-out
- Collecting health insurance and flex spending enrollment forms, enter data as necessary, and communicate relevant information to insurance brokerage firm and Director of Finance
- Serving as liaison to LaFHAC board, including collecting and disseminating staff reports and other board-related communications



- Leading logistics for LaFHAC events (approximately two per year, including annual staff holiday party)
- Assisting in identifying professional development opportunities for LaFHAC staff, on a quarterly or regular basis
- Consolidating monthly bills/invoices for payment
- Facilitating check and check request signing, and mailing payments
- Performing monthly reconciliation of credit card statement and saved staff receipts
- Recording checks received, and make deposits
- Serving as point of contact for receiving and saving staff timesheets and reimbursement requests
- Other duties as assigned.

Please note: LaFHAC's staff continues to work remotely due to the ongoing COVID-19 pandemic. While the Operations Associate will initially work remotely as well, **the position will require in-person tasks. The successful candidate should expect to work in LaFHAC's office at least two days per week.**

Qualifications:

The ideal candidate will be detail-oriented and highly organized, efficient at office and administrative tasks, and able to complete assignments and manage duties on time. In addition, the ideal candidate should have excellent interpersonal skills, an ability to manage personalities in addition to projects, be able to deal appropriately and professionally with short turnaround times when necessary, have strong writing and reading comprehension ability, and excellent computer skills.

Three (3) years of experience working in an office environment is preferred. Prior experience in fair housing and/or other civil rights organizations is highly desired, but not required. A commitment to civil rights work is essential.

Compensation:

The salary range for this position is \$50,000-\$55,000. Placement on the pay scale is based on the following factors: years of relevant work experience; relevant undergraduate degree (or higher) or certification received; bilingual language skills; and connections to the community.

LaFHAC's benefits include:

- 100% employer-paid medical insurance with available dental and vision coverage
- Flex spending account
- 401(k) with employer-matched contributions
- Paid vacation

- Paid parental leave

How to Apply:

The position is open until filled. Please email a resume and cover letter explaining your interest in the position to resumes@lafairhousing.org with the subject line "Operations Associate." All communications may be addressed to Executive Director Cashauna Hill. **Please note: due to the expected volume of submissions, we will not be able to return emails or phone calls about specific applications.**

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.