



# METROPOLITAN ST. LOUIS EQUAL HOUSING AND OPPORTUNITY COUNCIL

1027 South Vandeventer Avenue, Sixth Floor  
St. Louis, Missouri 63110  
Telephone: (314) 534-5800  
Toll-Free (800) 555-3951

*Working to ensure equal access to housing and places of public accommodation for all people*

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## **Position: Education Coordinator**

**Overview:** The Metropolitan St. Louis Equal Housing and Opportunity Council (EHOC) seeks to ensure equal access to housing for all people through education, counseling, investigation and enforcement. EHOC is the only private, not-for-profit fair housing enforcement agency working to end illegal housing discrimination in the Metropolitan St. Louis area.

EHOC seeks a full-time Education Coordinator to increase fair housing education and outreach activities. This position will coordinate and conduct trainings to a variety of audiences to inform about fair housing and how to recognize and report possible housing discrimination. The position will be responsible for developing educational materials to be used in trainings and outreach events, including training curricula and written materials. The position will also assist with managing volunteers to help staff outreach events.

## **Job Duties:**

1. Education and Outreach
  - Identify and market fair housing education trainings to new partners and audiences throughout the St. Louis metro area.
  - Manage scheduling and coordinating trainings and outreach events.
  - Conduct fair housing training presentations for variety of audiences including community members, housing providers, and other stakeholders.
  - Represent organization at outreach events to provide fair housing information.
  - Develop new materials for trainings including presentations, training curricula, flyers and brochures.
2. Volunteer Coordination
  - Recruit and train volunteers to assist with outreach events.
  - Coordinate volunteers and interns to help staff outreach events to provide fair housing information.
3. General
  - Assist with writing grant reports and tracking outcomes from education and outreach activities.
  - Assist with other fair housing activities, including client intakes, advocacy, and testing where needed.

## **Required Skills:**

- Dynamic public speaker comfortable presenting in front of groups.
- Ability to educate a wide variety of individuals in ways that are relevant and applicable.
- Excellent written and oral communication skills.
- Ability to work with diverse individuals and groups, including professionals and members of marginalized communities.



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- Relationship building and networking.
- Ability to work with teams and individually.
- Knowledge of or interest in fair housing.

#### **Desired Qualifications**

1. Fluency in Spanish, strongly preferred.
2. Strong commitment to civil rights, social justice, and racial and economic equity.
3. Relationships or familiarity with St. Louis area non-profits and governance structure.
4. Flexible schedule, including some evenings and weekends will be required.
5. Minimum Bachelor's degree; preferred Master's degree in education, social work, public policy, sociology, business, or similar; or, minimum five years related experience.

**Interested applicants should email a cover letter, resume, and three references to Elisabeth Risch, Assistant Director, [erisch@ehoc-stl.org](mailto:erisch@ehoc-stl.org). Applications will be accepted until midnight on February 23, 2018.**

EHOC is an equal opportunity employer and is committed to building and maintaining a diverse staff. We encourage people of color, women, immigrants, people with disabilities, LGBTQ people, and formerly incarcerated individuals to apply.