

## **Eviction Defense Tenant Advocate**

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 is currently seeking an Eviction Defense Tenant Advocate to provide support to people facing eviction and housing instability because of the COVID-19 crisis. Despite the continued spread of the virus and the lasting health and economic impacts of the pandemic, courts in Missouri are operating and eviction moratoriums are being lifted. An imminent increase in eviction filings is expected, and these evictions will disproportionately affect low-income communities of color in the region. The Eviction Defense Tenant Advocate will help conduct intakes and help tenants access resources that help them stay housed and avoid the long-term effects of having an eviction filing on their record. The position is full-time.

### **Primary Responsibilities will include:**

- Conduct intakes for clients facing evictions through online and hotline processes.
- Work with clients to assess needs and identify opportunities for additional resources or assistance.
- Provide referrals for clients to other resources and services.
- Assist team of attorneys, intake specialists on caseload of clients.
- Maintain current knowledge on court programs and procedures.
- Work in collaboration with community organizations that provide rental assistance and other supportive services.
- Keep accurate records of case activities and providing necessary information to meet grant and other reporting requirements.

### **Qualifications:**

- Previous experience with intake processes or case management;
- Familiarity with Missouri landlord/tenant law and court procedures;
- Strong written and oral communication skills;
- Experience working independently with minimal supervision;
- Flexibility to work remotely with staff and clients, as well as make in-person appearances if needed;
- Excellent negotiation and organizational skills;
- Ability to relate well and work with low-income clients and collaborate with community stakeholders;
- Capacity to work in a high-volume environment and a changing court and policy landscape.
- Preferred Bachelor's degree; or three years related experience.

Compensation is \$18 - 21 per hour, depending on experience, for full-time 40 hours/week. This is an independent contractor 1099 position. Position are fully funded from a grant. EHOC is looking for someone to start immediately.

Interested applicants should email a cover letter and résumé to Elisabeth Risch, Assistant Director, at [applications@ehoc-stl.org](mailto:applications@ehoc-stl.org). Applications will be accepted on a rolling basis until position is filled.

EHOC is an Equal Opportunity Employer (EEO). We prioritize equity and inclusion in our organizational culture and hiring. We encourage all applicants regardless of race, gender identity, sexual orientation, religion, national origin, age, disability, parental status, marital status, formerly incarcerated individuals or on any other identity factor to apply.