

## Center Coordinator

The Mt. Diablo Housing Opportunity Center Coordinator coordinates community activities and serves as the entry point for consumers for Center and other HRI services.

The Mt. Diablo Housing Opportunity Center is a project of Housing Rights, Inc. (a HUD certified Housing Counseling Agency) and co-located with the Concord Community Economic Development Organization (aka Monument Futures), a community economic development organization, located in Concord, California.

MtDHOOC is a collaboration of many local and regional interests. The Center's mission is to ensure equal access to the information and resources necessary to guide successful housing choices for all members of the community.

The Mt Diablo Housing Opportunity Center is a unique site which blends the needs of the local community (Monument Corridor section of the City of Concord) with regional housing related service needs. The Center Coordinator will provide two main services: welcoming and assessing the service requests and needs of visitors and identifying reaching out to and bringing the services of other organizations to the Center.

### Specific Duties

- Serve as the primary staff person for the Center
- Provide quality customer service
- Assist visitors in identifying their services needs and assisting them in accessing those services
- Maintain detailed records of all Center activities
- Conduct education and outreach activities
- Work as part of a team

### Necessary Skills

- Organized and detail oriented
- Excellent writing and documentation skills
- Working with difficult people and problems
- Excellent understanding of housing rights
- Computer/internet literacy
- Spanish language fluent

### Qualifications

- Bachelors Degree or equivalent work experience
- Experience in working with community agencies
- Experience working with a diverse public

This position reports to the Executive Director. Ongoing training opportunities are available to all staff.

This position is 20 hours per week, Monday through Friday. HRI provides medical insurance for regular employees (over 90-day tenure with the agency), paid vacation and sick leave. Current driver's license and automobile insurance are required. Bi-lingual (Spanish) is required, bi-cultural a plus. Salary is \$20,000, to \$28,000 DOE. HRI is an equal opportunity employer.

Founded in 1979 and incorporated in 1987, Housing Rights, Inc. is a nonprofit organization. Our mission is to fight for equal access to housing for everyone by eliminating barriers to housing choice such as discrimination, sub-standard housing, ignorance, apathy and malice in order to eradicate illegal housing discrimination, prevent evictions/foreclosures and encourage diversity in our neighborhoods.

We do this by assisting individuals in exercising their housing rights to obtain and maintain the home of their choice and by promoting understanding by tenants and landlords, housing consumers and housing providers of their rights and

responsibilities through housing rights counseling/advocacy, education, outreach, investigation, mediation, self-advocacy, legal referrals and enforcement of fair housing laws.

Our main office is in the City of Berkeley, we have satellite offices in the Cities of Richmond and Antioch and our new Center in Concord. Our programs include: Housing Rights Advocacy, Lawyer Referral Service, Affordable Housing Advocacy Project, Housing Opportunity Center (of which the Mt. Diablo Housing Opportunity Center is a part) and the Community Liaison Program.

Please send a resume'/letter of interest to Housing Rights, Inc. by fax: 510-548-5805, by e-mail: [hri@housingrights.com](mailto:hri@housingrights.com) or by mail: P.O. Box 12895, Berkeley, CA. 94712. For more information about Housing Rights, Inc. visit our web page at [www.housingrights.org](http://www.housingrights.org). Resumes accepted until position is filled.