

General Counsel
Greater New Orleans Fair Housing Action Center

Salary Range: Commensurate with Experience

Immediate Supervisor: Executive Director

Education Requirements: Law degree from accredited law school, admission to Louisiana State Bar and strong experience in housing and/or civil rights.

Skill Requirements: Ability to access, read, analyze and interpret legal documents, general business periodicals, professional and legal journals, federal and state fair housing statutes and regulations and court cases. Ability to write monthly/quarterly reports, business correspondence and other organization materials. Must be able to present information clearly and effectively and respond to inquiries and commentary from housing advocacy and consumer groups, housing industry organizations, members of the public and private sector and the general public.

Must be able to 1) perform each essential duty exceptionally with the knowledge, skill and ability required, 2) analyze and interpret financial reports, government regulations, and legal documents, 3) respond to inquiries or complaints from donors, members, regulatory agencies, or members of the business community, and 4) present information effectively to management, public groups, and/or Board or Directors. Must be dedicated to the fair housing rights of all protected classes.

Essential Job Duties and Responsibilities:

- Perform and/or manage staff and functions related to the provision of client services: intake; investigation; counseling; conciliation; referral to attorney or enforcement agency; follow-up after referral;
- Maintains full and accurate case files for legal proceedings and help maintain database for grant reporting;
- Develop and implement the Greater New Orleans Fair Housing Action Center's intake and testing goals and plans;
- Represent Greater New Orleans Fair Housing Action Center at fair housing meetings;
- Track and support relevant legislation and laws;
- Analyze and evaluate complaints in reference to state and federal statutes and case law; Keep staff abreast of changes to fair housing laws;
- Provide training to staff to ensure maximum efficiency and accuracy of work; Cross-training opportunities within the department or agency are exercised to

promote teamwork and provide necessary back-up for each position;

- Develop and maintain networking relationships within the community;
- Safeguard clients' security and confidentiality;
- Work as a team and support the mission and goals of the agency and programs;
- Provide accurate and complete information for grant reporting and management;
- Coordinate substantive fair housing audits and studies;
- Recruit and manage the cooperating attorney panel; and
- Other duties as assigned.