



770 A Street
Hayward CA 94541
510-581-9380

Eden Council for Hope and Opportunity

www.echofairhousing.org

Housing Counselor

30 - 35 hours per week, \$20.32 – \$20.73 per hour and full benefits

ECHO Housing is a private non-profit organization, which offers housing counseling services in the Counties of Alameda, Contra Costa, and Monterey, as follows: fair housing counseling and investigation; tenant/landlord counseling and mediation; and pre-purchase counseling and education; rental assistance; and homeseeking services.

Job Overview

ECHO Housing provides fair housing services to the Cities of Berkeley and Oakland, and tenant/landlord services to the Cities of Alameda, Albany, Emeryville, Piedmont, and San Leandro. The Housing Counselor is responsible for providing timely counseling and investigation of complaints of illegal housing discrimination, rental counseling to tenants and landlords, and publicizing housing counseling services to the community. **Training will be provided.**

Duties and Responsibilities

1. Provide Fair Housing Counseling and Education to renters and housing providers, and investigation of complaints of housing discrimination.
2. Recruit and train fair housing testers for investigative testing programs.
3. Provide Tenant/Landlord Counseling and Conciliation regarding evictions, habitability issues, rent increases, illegal entry, harassment, and other rental housing matters.
4. Conduct marketing and outreach in the form of presentations, workshops, and distribution of flyers and brochures.
5. Responsible for meeting objectives as set forth in contracts and prepare statistical reports.

Qualifications

1. Associates' degree in related field and/or relevant experience.
2. Knowledge of housing issues or experience with tenant/landlord counseling, housing discrimination, or other related programs.
3. Ability to communicate effectively (oral, written, and listening skills) with clients, city staff, and community groups.
4. Bilingual in Spanish necessary.
5. Use of an insured automobile and a valid California Driver's License.

ECHO Housing provides full medical coverage for employees working 20+ hours per week, as well as the option of a payroll deducted dental plan. Employees may join a credit union and a tax sheltered annuity program. Full-time employees work 35 hours per week, and are entitled to eleven holidays per year, two weeks of annual vacation (which increases with time), and additional leave days off. Part-time employees are eligible for pro-rated holidays, vacation, and additional leave.

Interested parties are required to submit a resume and cover letter describing how their personal or professional experiences relate to this position at contact@echofairhousing.org.

ECHO HOUSING IS AN EQUAL OPPORTUNITY EMPLOYER.

