

## **POSITION DESCRIPTION**

### **Fair Housing Industry Trainer**

**Organization:** Veterans Center

**Program:** Fair Housing – Private Enforcement Initiative

**Reports To:** Program Director – Fair Housing

**FLSA Status:** Exempt

**Pay/Grade Equivalent:** \$45,000 – \$65,000

**Collaborates With:** Program Director

## **1. POSITION SUMMARY**

The Fair Housing Industry Trainer is responsible for developing and delivering structured training programs to housing industry professionals, including landlords, property managers, lenders, insurers, real estate agents, attorneys, and housing providers. The position ensures industry stakeholders understand fair housing obligations, discrimination risk exposure, and compliance best practices. The Trainer supports enforcement and prevention efforts by promoting proactive compliance education.

## **2. MAJOR DUTIES AND RESPONSIBILITIES**

### **2.1. Curriculum Development & Program Design (20%)**

- Develop and update fair housing training curriculum tailored to industry professionals.
- Translate federal, state, and local fair housing requirements into practical compliance guidance.
- Create training materials including slide decks, case studies, toolkits, and reference guides.
- Ensure content reflects current legal standards and enforcement trends.

### **2.2. Training Development & Facilitation (20%)**

- Deliver in-person and virtual training sessions to landlords, lenders, insurers, real estate professionals, attorneys, and housing providers.
- Facilitate interactive discussions and respond to complex compliance questions.
- Adapt presentation style and materials based on audience expertise and sector.
- Represent the organization as a subject matter expert in fair housing compliance.

### **2.3. Industry Engagement & Outreach (15%)**

- Coordinate with professional associations, housing providers, and community stakeholders to schedule training engagements.
- Support partnership development efforts through educational outreach.

- Participate in conferences, panels, and industry events.

## **2.4. Compliance Alignment & Risk Education**

- Provide risk-informed education on discrimination theories, advertising compliance, reasonable accommodations, tenant screening, and fair lending considerations.
- Identify emerging compliance issues and incorporate them into training programs.
- Ensure all materials align with civil rights principles and internal compliance standards.

## **2.5. Evaluation & Reporting (10%)**

- Collect and analyze participant feedback and satisfaction metrics.
- Document attendance and maintain training records.
- Prepare summary reports on training impact and engagement outcomes.

## **2.6. Collaboration & Support**

- Work closely with the Fair Housing Compliance Lead, Investigators, and Partnership staff to align training with enforcement trends and outreach priorities.
- Provide input into strategic planning for industry engagement initiatives.

## **3. KNOWLEDGE REQUIRED**

- Knowledge of the Fair Housing Act and protected classes
- Investigative or compliance experience
- Interviewing and documentation skills
- Experience with case management systems
- Ability to maintain confidentiality and neutrality

## **4. COMPLEXITY**

The work involves interpreting and translating federal, state, and local fair housing laws into practical, industry-applicable guidance for diverse professional audiences.

Assignments require:

- Adapting complex statutory and regulatory requirements into accessible training formats
- Addressing nuanced topics such as disparate treatment, disparate impact, reasonable accommodations, advertising compliance, tenant screening practices, and fair lending risk considerations
- Responding to complex audience questions in real time
- Adjusting training content based on evolving legal standards

The Trainer must evaluate varying levels of industry sophistication and tailor content appropriately while maintaining legal accuracy and neutrality.

Training engagements may involve:

- High-risk industries (lenders, insurers)
- Professional associations
- Multi-state audiences
- Hybrid or virtual delivery formats

Work requires professional judgment, subject matter expertise, and the ability to maintain credibility in front of experienced industry professionals.

## **5. SCOPE AND EFFECT**

The purpose of the work is to promote proactive compliance within the housing industry by increasing knowledge of fair housing obligations and reducing risk of discriminatory practices.

The work directly affects:

- Industry compliance behaviors
- Risk mitigation practices
- Institutional policy development
- Community access to equitable housing opportunities

Effective training may:

- Prevent discriminatory conduct
- Reduce enforcement referrals
- Improve industry documentation practices
- Strengthen community trust

The credibility and clarity of the Trainer directly influence industry understanding and compliance outcomes.

## **6. SUPERVISORY CONTROLS**

Fair Housing Industry Trainer

The Fair Housing Industry Trainer works under the general supervision of the Fair Housing Compliance Lead or Program Director, who establishes overall outreach priorities, training objectives, and compliance standards.

The supervisor provides broad direction regarding program goals and legal parameters; however, the Trainer independently:

- Develops and updates training curriculum and materials
- Determines instructional methods and presentation format
- Schedules and facilitates training sessions
- Tailors content to diverse professional audiences
- Responds to complex compliance-related questions during sessions

The Trainer exercises professional judgment in interpreting fair housing requirements and translating them into practical guidance for industry stakeholders.

Completed work is reviewed for overall effectiveness, legal accuracy, and alignment with organizational objectives rather than detailed oversight of day-to-day instructional activities.

The Trainer is expected to stay current on regulatory developments and incorporate changes into training materials with minimal supervision.

## **7. MINIMUM QUALIFICATIONS**

- Bachelor's degree in Public Administration, Law, Housing, Urban Studies, or related field; OR equivalent experience.
- Minimum three (3) years of experience in fair housing, fair lending, compliance, civil rights, or regulatory training.
- Demonstrated experience delivering professional training or public presentations.
- Working knowledge of the Fair Housing Act and protected classes.

## **8. PREFERRED QUALIFICATIONS**

- Experience training landlords, lenders, insurers, or real estate professionals.
- Legal or paralegal background.
- Familiarity with fair lending and advertising compliance standards.
- Experience presenting to multi-state or professional audiences.

## **9. WORK ENVIRONMENT**

Hybrid/Remote. Travel up to 15% for HUD monitoring

## **10. KEY COMPETENCIES**

- Strategic relationship building
- Negotiation & diplomacy
- Cross-sector collaboration
- Analytical reporting
- Cultural competency
- Program evaluation
- Communication & facilitation