Civil Rights Volunteer Position Description

Purpose: Civil Rights Volunteers support the Fair Housing Center of Greater Boston’s (FHCGB) mission to eliminate housing discrimination and promote open communities by conducting housing search activities. Information gathered is used to further fair housing throughout the region.

Location: FHCGB serves Plymouth, Norfolk, Suffolk, Middlesex and Essex counties. Volunteers conduct their work from home over the phone, in the field, and occasionally from the FHCGB’s Boston office.

Key Responsibilities: Civil Rights Volunteers: (1) conduct research in the housing market by gathering information about housing opportunities and housing products; (2) discuss their findings with the FHCGB staff; and (3) submit short written reports to the FHCGB in a timely manner.

Reports to: Test Coordinator

Time Commitment: Volunteers are required to attend an initial six-hour training and one annual 60 minute training thereafter. Upon completion of training, volunteers work on an on-call basis, as their schedules permit. On average, volunteers spend 2-3 hours every 5-8 weeks assisting FHCGB.

Benefits: Volunteers are paid a stipend for each project completed and reimbursed for travel and other expenses. Additionally, volunteers will play a key role in guaranteeing civil rights for all throughout the region.

Qualifications: Volunteers must be at least 18 years old and have no felony convictions. Education and experience are not required, however volunteers should have strong written and verbal skills, as well as the ability to recall numerous details. It is essential that volunteers be neutral, objective, and maintain confidentiality.

Support Provided: Training is provided. In addition, the FHCGB staff persons work closely with volunteers and are available to answer question and provide assistance and guidance as needed.

Additional: This position is not a part-time job. Volunteers are not employees of the Fair Housing Center of Greater Boston.