



Job Title: Education & Outreach Coordinator
Reports to: Executive Director
Status: Full-time, Exempt
Salary Range: \$45,000 annually – plus benefits package
Location: Kalamazoo, MI (In-Person)

About FHCSWM

The Fair Housing Center of Southwest Michigan (FHCSWM) is a nonprofit fair housing organization with a mission to eliminate all forms of housing discrimination through fair housing education, enforcement, and advocacy of fair housing law. We work to ensure individuals and families have equal access to housing and are protected from unlawful discrimination in rental, sales, lending, insurance, and housing-related services. FHCSWM advances this mission through education, testing, investigation, and enforcement in partnership with community organizations, housing providers, and government agencies across Southwest Michigan, serving Allegan, Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren Counties.

Position Overview

The Education & Outreach Coordinator oversees the Fair Housing Center of Southwest Michigan's education and outreach efforts across the organization's nine-county service area. Working under the direction of the Executive Director, this position develops and delivers fair housing education, cultivates community partnerships, supports public awareness initiatives, and expands the organization's visibility throughout Southwest Michigan. This position plays a key role in promoting FHCSWM's mission while ensuring all messaging, educational materials, and public communications remain consistent with the organization's mission and priorities.

Primary Responsibilities

Education and Training

- Coordinate and deliver fair housing trainings, workshops, webinars, and presentations for housing professionals, community partners, and the public throughout FHCSWM's nine-county service area.
- Develop and update curricula, presentations, resource guides, and educational materials to meet audience needs and support accurate, accessible, and engaging programming.
- Monitor fair housing developments and research relevant cases, enforcement actions, and best practices, consulting with appropriate staff to ensure accuracy.
- Provide fair housing information and technical assistance within the scope of FHCSWM's education and outreach services.
- Gather participant feedback and recommend improvements to educational programming.

Community Outreach and Partnership Development

- Conduct proactive outreach and maintain relationships with housing professionals, community organizations, government agencies, educational institutions, and other partners to expand fair housing awareness.
- Coordinate and participate in community events, meetings, coalitions, conferences, and public awareness campaigns.
- Promote fair housing tester opportunities through community partnerships, presentations, events, and communications; connect interested applicants with staff responsible for screening and onboarding.
- Coordinate training and event logistics, including scheduling, registration, materials, audiovisual needs, supplies, and follow-up.
- Represent FHCSWM using established organizational messaging and refer policy, press, or leadership matters to the Executive Director.



Communications and Public Engagement

- Maintain social media platforms and implement communications activities under the direction of the Executive Director.
- Create written, graphic, photo, and video content for social media, newsletters, website, brochures, reports, and other publications, maintaining a consistent organizational voice and visual identity.
- Monitor the general info email inbox and social media inquiries, greet visitors and walk-ins, respond to routine questions, and connect individuals with appropriate staff or referral resources.
- Support media relations by coordinating requests, maintaining contact lists, and drafting press releases and background materials; refer media inquiries to the Executive Director.

Reporting, Evaluation, and Organizational Support

- Maintain organized activity records, partner contacts, educational resources, and communications files.
- Track attendance, demographics, participant feedback, and engagement metrics; prepare reports and documentation for grants, contracts, board updates, and program evaluation.
- Collaborate with staff to identify educational needs and recommend outreach improvements based on community concerns and program findings.
- Coordinate assigned intern and volunteer activities and provide day-to-day guidance.
- Perform other duties as assigned in support of FHCSWM's mission, programs, and organizational operations.

Qualifications

- Bachelor's degree in Education, Communications, Journalism, Public Relations, Marketing, Urban Planning, Community Development, Public Administration, or a related field.
- At least two years of professional experience in education, training, communications, community outreach, or related work.
- Strong interpersonal and public speaking skills, including the ability to engage audiences, initiate community connections, and build collaborative relationships.
- Experience developing and delivering engaging presentations or trainings for varied audiences.
- Strong writing and storytelling skills, with demonstrated ability to create newsletter stories, educational materials, and content for social media and websites. Proficiency with email marketing platforms and graphic design tools such as Canva, preferred.
- Strong organizational skills, including the ability to coordinate activities, manage competing deadlines, and use Microsoft Office and other common workplace technology.
- Valid driver's license, current automobile insurance, and reliable access to a personal vehicle for frequent travel throughout Southwest Michigan.

Compensation, Location, and Work Environment

This full-time, exempt position offers an annual salary of \$45,000, along with employer-paid health, dental, and vision insurance, a retirement plan with employer 401(k) match, paid time off, and holidays. Standard work hours are Monday through Friday, 8:30 a.m. – 4:30 p.m., with occasional flexibility needed to attend community events or support organizational activities.

Michigan residency is required; residence within FHCSWM's nine-county service area is preferred. Frequent travel throughout the service area is required. The Education and Outreach Coordinator must own a reliable vehicle and be able to travel independently to meetings, community events, and other work-related activities. Mileage for work-related travel is reimbursed in accordance with FHCSWM policy.



How to Apply

Interested candidates should submit a cover letter and resume via email to jobs@fhcswm.org with the subject line: Education & Outreach Coordinator. Applications will be reviewed on a rolling basis, and interviews may begin immediately. Priority consideration will be given to applications received by November 13, 2026, though the position will remain open until filled.

Equal Employment Opportunity (EEO) Statement

The Fair Housing Center of Southwest Michigan is committed to maintaining a workplace that is welcoming, respectful, and free from discrimination and harassment. Employment decisions are made without regard to any characteristic protected by applicable federal, state, or local law.