



Job Title: Fair Housing Tester (Part-Time)
Reports to: Enforcement & Intake Specialist
Status: Part-Time, Non-Exempt (On-Call)
Term: 6 Month Agreement (Option to Renew)
Compensation: \$18/hour, plus mileage reimbursement
Location: Southwest, MI

About FHCSWM

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

Fair Housing Testers are trained part-time employees who participate in structured fair housing testing assignments. Testers pose as prospective renters or homebuyers and document their experiences during assigned housing inquiries. Testers do not conduct investigations or attempt to identify discrimination independently. Instead, they follow assigned scenarios and objectively record what occurs during housing inquiries. The role requires objectivity, discretion, attention to detail, and accurate written reporting. The information gathered through testing supports FHCSWM's broader enforcement and compliance efforts. Assignments frequently require in-person visits to rental or sales offices within the service region. While some preliminary contacts may occur by phone or email, **this is not a remote position.**

Primary Responsibilities

- Participate in fair housing testing training and assignments as directed
- Follow assigned testing scenarios and instructions precisely
- Conduct phone, online, or in-person housing inquiries
- Observe and document all interactions accurately and objectively
- Complete written reports promptly and thoroughly
- Maintain strict confidentiality regarding all investigations
- Be available to serve as a witness in administrative proceedings or court, if required

Skills & Competencies

- Strong attention to detail and ability to accurately observe and document interactions
- Ability to remain objective and adhere strictly to assigned testing protocols
- Clear and professional communication skills (phone, email, and in-person)
- Reliability and punctuality in completing scheduled assignments
- Ability to maintain strict confidentiality and exercise sound judgment
- Comfort following structured instructions and completing detailed written reports
- Ability to adapt to changing scenarios while maintaining assigned role
- Basic proficiency with email and word processing tools for report submission



Required Qualifications

- Must be at least 18 years of age
- High school diploma or equivalent required
- Must possess a valid driver's license
- Must reside in Michigan and be available for local travel within nine-county service area
- Must have reliable transportation available for in-person assignments
- Must maintain current automobile insurance and provide proof of coverage
- Must have flexible daytime availability for in-person assignments
- Must undergo and successfully pass a criminal background check as a condition of employment
- Must have no conflicts of interest with housing providers or related entities within the service region

Preferred Qualifications

- Bilingual or multilingual skills
- Prior experience in customer service, community engagement, or role-based assignments

Work Structure

This is a part-time, non-exempt employee position that operates on an intermittent, assignment-based schedule. Testing assignments are offered based on program needs and project timelines. **There is no guarantee of a minimum number of hours.** Work may consist of a few hours in a given week or month, and some months may have no assignments available.

Testing assignments frequently require in-person site visits throughout the nine-county service area. Applicants must be available and willing to travel locally for assignments. FHCSWM will contact testers to confirm availability prior to scheduling assignments. Testers are scheduled only when mutually available and when program needs arise.

This position is best suited for individuals seeking flexible, supplemental income while helping advance civil rights protections in housing. It is not intended to function as a regular part-time job with consistent weekly hours. This position is not eligible for employer-sponsored benefits.

How to Apply

Interested individuals should apply online via www.fhcswm.org/get-involved. Applications are reviewed on a rolling basis, and qualified applicants will be contacted as opportunities become available.

Equal Employment Opportunity (EEO)

FHCSWM is an equal opportunity employer. We provide a work environment free of discrimination and harassment and consider all qualified applicants without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, or any other protected status under applicable law.

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