



Company: Oak Park Regional Housing Center
Job Title: Compliance Director
Type/Status: Full-Time, Permanent
Reports to: Executive Director
Location: City of Chicago, West side; Suburban Cook County, Proviso

Background:

The Oak Park Regional Housing Center is a 501(c)(3) non-profit organization with a mission to achieve meaningful and lasting diversity and residential integration in Oak Park and beyond. The Housing Center works to promote and sustain diverse communities through proactive programs that leverage individual actions to affect structural change. To fulfill this mission the Housing Center, a HUD-approved Housing Counseling Agency, we provide services throughout the Greater Westside of the Chicagoland area. Our programs are designed to serve the needs of low- to moderate-income persons, people of color, and other groups protected by fair housing laws to improve their financial situation while helping them to attain wealth.

Position:

Our company is searching for a motivated and experienced compliance officer to guarantee that our business processes and transactions follow all relevant legal and internal guidelines. Your duties will include reviewing employee work, developing company policies, responding to policy violations, and other duties needed to improve the compliance of the agency.

Primary Responsibilities:

- Implement and manage an effective compliance program.
- Review and develop new company policies and procedures where needed.
- Advise management on the company's compliance through detailed reports.
- Create and manage effective action plans in event of any compliance violations.
- Regularly audit company procedures, practices, and documents to identify possible weaknesses or risks.
- Ensure all employees are up to date with trainings, as well as educated on the latest regulations and processes.
- Resolve employee concerns about any compliance issues.
- Other duties as assigned.

Schedule:

- Full time position, 40 hours per week, to be performed on site and occasionally at satellite locations, and virtually as needed or requested.
- Compliance Director may be required to travel locally to meet with partners, staff, etc.
- Compliance Director may be required to travel nationally for trainings, conferences, etc.

Qualifications:

- Commitment to the organizational mission
- Commitment to provide exemplary customer service to clients and co-workers
- At least 2 years' in housing experience
- Ability to work well with a wide array of people
- Ability to handle multiple tasks and demands in a timely manner
- Commitment to maintain high performance standards
- Excellent communication, interpersonal and presentation skills; written and verbal
- Ability to maintain written records and reports
- Proven ability to work independently, as a self-starter and team member.
- Demonstrate strong judgement and integrity
- Proven experience with Microsoft Office Suite, particularly with Word, Excel, and Power Point
- Associate Degree or equivalent required, Bachelor Degree preferred
- Master's Degree a plus.
- Background and Credit Check will be required.

Benefits

The Housing Center has vacation, sick and personal time off as benefits to employees. Health and life insurance are also available to staff after the initial probationary period.

How to apply

Send a cover letter and resume to:

Oak Park Regional Housing Center

ATTN: Executive Director

1041 South Boulevard

Oak Park, IL 60302

or

Email documents to: employer@oprhc.org

***The Oak Park Regional Housing Center is an equal opportunity employer.
People of color, women, and persons with disabilities are encouraged to apply.***