

Center for Equity Education Civil Rights and Title IX Investigator (remote/work from home)

The Center for Equity Education (“CFEE”) is seeking to hire a civil rights and Title IX investigator. The CFEE civil rights and Title IX Investigator is responsible for investigating allegations on behalf of clients related to harassment and discrimination complaints, including but not limited to, sexual harassment under Title IX of the Education Amendments and Title VII of the Civil Rights Act.

Responsibilities include:

- Organize and manage investigations.
- Conduct thorough, timely, and unbiased interviews and investigations.
- Analyze documents.
- Develop reports with all related and relevant case facts, findings and recommendations.
- Work closely with client to develop an in-depth understanding of the client’s policies and procedures in order to evaluate the nature of complaints and appropriately investigate the concerns and to assist the client in appropriately addressing with the concern.
- Collaborate with CFEE CEO and Director of Investigations to manage investigations and ensure efficient and effective responses to concerns.
- Stay abreast of regulations and statutes relating to civil rights discrimination and gender-based violence.
- Perform related duties as requested by CFEE.
- Ability to comply with CFEE policies.
- Maintain regular attendance.
- Work from home, but must be willing to travel where needed for work.

Salary

Salary is commensurate with education, experience, qualifications and level of position filled.

Hours per Week

This is a contract position, and the investigator will work as needed based on the needs of the client. This position will require working both from home, and on site as needed for investigations or other work related requests. Applicant should be adaptable to both environments and have access to appropriate computer software.

Required Application Materials

- Resume
- Cover Letter
- References

Minimum Qualifications:

A Bachelor's degree from accredited institution and three years investigative experience in the areas of civil rights, Title IX, compliance, or related fields, or a Juris Doctorate.

Excellent written and verbal communication skills.

Personal computers, Microsoft Office software suite to include Word, Excel, PowerPoint, Access and Outlook; and standard office equipment.

Preferred Qualifications:

Experience in the areas of EEO or Title IX.

Experience conducting EEO/Title IX investigations.

Experience conducting harassment, discrimination, civil rights, and/or sexual harassment investigations.

Experience working in K-12 or higher education with students, faculty, or staff populations.

Strong customer service skills.

Ability to work with changing priorities, manage numerous investigations simultaneously and work independently and against deadlines.

Ability to maintain confidentiality.

Strong analytical and organizational skills.

Must be able to work flexible hours including evening, weekends, and holidays, as needed.

Applicants must be currently authorized to work in the United States on a full-time basis.

CREE is a nonprofit organization.