



Fifth Avenue Committee
Our Community. Our Future.

Job Announcement **Affordable Housing Lottery Associate**

Status: Non-Exempt

Unit: Real Estate

Position: Full Time (35 hours)

Fifth Avenue Committee (FAC) is a nationally recognized South Brooklyn based, non-profit comprehensive community development corporation and NeighborWorks America member formed in 1978 whose mission is to advance economic and social justice by building vibrant, diverse communities where residents have genuine opportunities to achieve their goals as well as shape the community's future. FAC works to transform the lives of over 5,500 low and moderate-income New Yorkers annually so that we can all live and work with dignity and respect while making our community more equitable, sustainable, inclusive, and just.

The Housing Development Unit develops and preserves safe, affordable housing for low and moderate-income New Yorkers. The pipeline currently contains 6 active projects comprising over 1,000 units and includes a diversity of new construction and renovations, senior and family housing, and mixed income and mixed-use projects in a variety of locations. FAC places a strong emphasis on sustainable development as well as innovative deal structures and financing schemes to achieve our mission.

Fifth Avenue Committee, Inc. (FAC) requires a highly motivated and organized individual to assist in renting up apartments affordable to eligible low and moderate-income residents – including advertising and marketing, reviewing income eligibility, and conducting household interviews and determining qualifications, assisting applicants in assembling Section 8 applications (where relevant). Keeping, maintaining, and updating Excel based logs of applicants and files, and coordinating lease signing and move in.

Responsibilities:

The Affordable Housing Associate will be responsible for a variety of tasks involved in FAC's housing and community facility development work. S/he will report to the Unit Director and will work closely with the other staff members of the Housing Development Unit to:

- Maintain calendar and schedule appointments for candidate interviews and document submission for affordable housing.
- Attend mandatory trainings provided by NYC Department of Housing Preservation and Development or government agencies.
- Interview applicants through rental housing qualification and approval process (NYC Housing Manual Low Income Housing Tax Credits, and Section 8 requirements) and collect relevant documents.
- Coordinate with candidates before and after appointments to submit additional relevant paperwork.
- Keep track of candidate communications, application completion and approvals, and assist with lease signing/move-in.
- Maintain log of all applicants (in order as per New York City Lottery), including by project, income range, and priority status and update log for applicant contacts as per New York City Department of Housing Preservation and Development (NYC HPD),

New York City Housing Development Corporation and/or relevant government oversight agency requirements. Communicate with NYC HPD or relevant government agencies regarding log and log updates.

- Ensure proper filing (in both computer files and hard copies) of documents.
- Maintain communication with NYC Department of Housing Preservation and Development and/or other relevant government agencies regarding income and household eligibility issues and for approval of applicants.
- Work with property management company/staff and eligible applicants to arrange for lease signings and move-ins. Where relevant, assist approved applicants to apply for HRA assistance for security deposit, moving funds and/or other assistance.
- Other duties assigned.

Qualifications:

- Experience working with and/or qualifying applicants for programs, jobs or other selective processes required. Prior experience with leasing of affordable housing preferred.
- Excellent organizational skills. Demonstrated ability to create and maintain a highly organized system for maintaining and saving information and files.
- Excellent written and oral communication skills.
- Outgoing professional and friendly demeanor and ability to perform at a high level with various stakeholders.
- Familiarity with MS Excel, Word, Outlook, PowerPoint.
- High School Diploma or equivalent required. Bachelor's degree preferred.
- Bilingual Spanish/English preferred.
- Commitment to FAC's mission advancing economic and social justice and to serving low and moderate-income individuals and communities.

Compensation:

\$23 to \$25 per hour - commensurate with experience. Excellent benefits package including full health and dental insurance (following a 90-day waiting period), group life insurance, accrued paid time off and access to retirement savings and flexible spending plans.

How to Apply:

Please email cover letter, resume and salary expectations indicating "**Affordable Housing Lottery Associate**" in the subject line by **April 30, 2021** to:

Jay Marcus
Fifth Avenue Committee
621 DeGraw Street
Brooklyn, NY 11217

Email: jobs@fifthave.org

No phone calls, please.

***Fifth Avenue Committee is an equal opportunity employer (EEO).
People of color, community residents, and women are strongly encouraged to apply***