

# **COOPER SQUARE MUTUAL HOUSING ASSOCIATION**

59-61 East 4<sup>th</sup> Street, 4th Floor New York, NY 10003 Phone: 212-477-5340 Fax: 212-477-9328

## **Job Announcement**

### **Cooper Square Mutual Housing Association *Housing and Staff Benefits Specialist***

**Status: Exempt**

**Position: Full-time, 35 hours/week**

Cooper Square Mutual Housing Association (CSMHA) is a nationally recognized low-income housing cooperative and non-profit organization formed in 1991 on the Lower East Side of Manhattan. Our mission is to manage and preserve a co-op of 21 buildings so that they are permanently affordable to low-income resident-shareholders, under principles of economic and social justice embodied in our community's history. CSMHA is the product of local residents organizing against their own displacement and governance of the co-op by local residents remains a central dynamic in our organization. The CSMHA also acts as managing agent to several other HDFC and mixed-use cooperative buildings outside of the CSMHA co-op. All together, the organization is responsible for maintaining over 400 units of affordable housing.

To achieve our mission, CSMHA works closely with two affiliated organizations:

- The Cooper Square Community Land Trust, which owns and stewards the land under our buildings;
- The Cooper Square Committee, which created our organization and provides advocacy services to our residents while continuing to organize against the displacement of low-income residents in our larger community.

The Housing and Staff Benefits Specialist position is unique.

Working with advocates from the Cooper Square Committee, the Housing and Staff Benefits Specialist (HSBS) will insure that CSMHA residents (renters and co-op shareholders) have access to Section 8, SCRIE, DRIE and other rent freeze and housing subsidy programs. Specifically the HSBS will perform the "landlord-side" work on behalf of the co-op, making sure that various government agencies receive rent increase and other pertinent information in a timely manner. The HSBS will work with fellow CSMHA staff to insure that all apartments meet and exceed Housing Quality Review Standards (HQRS) and that internal inspections and work orders are completed before annual HQRS inspections.

The Housing and Staff Benefits Specialist will also split traditional HR duties with the Fiscal Manager. Specifically the HSBS will assist CSMHA staff with accessing and understanding their benefits including:

- Health care benefits,
- Ameriflex card benefits,
- Dental benefits,
- Vacation time,

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- Sick/safe time,
- Benefits and rights under the NYS Paid Family Leave Time law and Family Medical Leave Act,
- Worker's Compensation
- and other staff benefits.

The HSBS will also track the hours of every staff member and enter time clock information into manual time sheets, as part of assisting the Fiscal Manager to insure timely and accurate payroll for the organization.

The Housing and Staff Benefits Specialist works closely with, and reports directly to, the Fiscal Manager.

## **Additional Responsibilities**

- Work with the Director of Operations and Executive Director to track changes in housing laws, City agency practices and subsidy programs and to insure organizational compliance thereof. Review and develop best practices for the organization to insure that residents are best served.
- Work with the Fiscal Manager and Executive Director to track changes in labor laws, benefits plans and CSMHA policies and to insure organizational compliance thereof. Insure posting of relevant laws and regulations in the workplace. Insure that staff are served by current benefits and HR practices; review and develop best practices for the organization.
- Work with maintenance and office staff to address housing conditions, code violations and other issues in households that receive housing subsidies or participate in rent freeze programs.
- Work with office staff to maintain orderly and accurate resident records and files for households that receive housing subsidies or participate in rent freeze programs. This includes creating and tracking "change orders" and entering this information into the organizational database.
- Organize and maintain orderly and accurate staff records and files.
- Assist staff as needed with use of Ameriflex benefit card and payment of bills and deductibles relating to health care and dental benefits.
- Assist in tracking expenses and budget lines for the above work; assist with grant and contract reporting as needed
- Attend and present on relevant topics at staff meetings.
- Attend and present on relevant topics at community meetings.
- Perform other duties as needed.

## **QUALIFICATIONS**

- Minimum of one-year experience with connecting residents to rent freeze or housing subsidy programs (on landlord or tenant side) OR

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relevant Human Resources department experience (the ideal candidate would have experience with both)

- Fluency in either Spanish, Cantonese or Mandarin is mandatory.
- Ability to work with partner organizations to connect eligible residents to above mentioned programs and other benefits and community resources.
- Experience interacting with staff from city/state/federal agencies; experience connecting residents to government services.
- Excellent follow-up and problem solving skills; ability to navigate complex bureaucratic processes on behalf of residents and staff; ability to investigate, untangle and correct complex ledger and account errors.
- Excellent people skills: ability to work with and communicate well with all type of residents and all levels of staff.
- Effective communication skills, including proficient writing skills (ability to write letters, fill out forms, compose emails, etc.); public speaking skills a plus.
- Experience working for a non-profit organization.
- Experience working in diverse, multi-lingual, low- and moderate-income communities is essential; experience working with specific populations (seniors, individuals with mental health challenges, survivors of domestic or sexual violence, formerly incarcerated individuals, etc.) is a plus.
- Understanding of NYC housing programs and state and federal labor laws and organizational compliance thereof. Understanding of tenant/shareholder and worker rights.
- Experience ensuring compliance with HPD Regulatory Agreements, ADA, Fair Housing rules, Rent Stabilization, etc., is a plus.
- Proficiency in basic Microsoft Office programs and housing management software such as Rent Manager.
- Ability to stay organized and maintain original records and files.
- Ability to manage multiple tasks and shift priorities according to urgency.
- Ability to maintain confidentiality regarding resident and staff personal information and organizational information. Ability to keep files and information safe and secure.
- Ability to work independently and as part of a team; willingness to contribute ideas and take direction and receive constructive criticism.
- Willingness to occasionally work evenings.
- Willingness to help with organizational events or projects as needed.
- Respect for community residents and co-workers.
- Commitment to CSMHA mission.
- Commitment to equal treatment of all community members regardless of age, race, ethnicity, religion, national origin, language, citizenship status, family composition, ability, health status, gender, gender identity, sexuality, income, source of income, occupation, employment

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- status, education, appearance, lifestyle, involvement with criminal justice system, drug use, political affiliation, etc.
- A sense of humor is a plus.

### **COMPENSATION**

Salary is \$33,000 -- \$40,000, commensurate with experience. Cooper Square Mutual Housing Association offers a comprehensive benefits package including full health and dental insurance benefits (following a 90-day waiting period), voluntary flexible spending plan, Simple IRA retirement plan, and paid leave time.

### **HOW TO APPLY**

Please email cover letter and resume by 6/30/19 to:

Dave Powell,  
Executive Director  
[dpowell@csmha.org](mailto:dpowell@csmha.org)

Please indicate "Housing and Staff Benefits Specialist" in the subject line. No phone calls please.

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*Cooper Square Mutual Housing Association is an equal opportunity employer (EEO).*