



Position Available: Housing Counselor

Chhaya seeks an energetic housing counselor to be part of its dynamic homeownership program team. The counselor will work with South Asian and other immigrant clients and assist them with buying and retaining their homes and conducting educational workshops. Candidate will receive training on homeownership education as necessary, including conducting community presentations and housing counseling. This is an exciting opportunity for a highly motivated individual to expand a successful program with future prospect for career growth.

Based in Jackson Heights, Queens, New York, Chhaya Community Development Corporation (Chhaya) - meaning "shelter or shade" is dedicated to creating more stable and sustainable communities by increasing civic participation and addressing the housing and community development needs of New Yorkers of South Asian origin and their neighbors. Its work encompasses community organizing, education and one-on-one counseling as well as research and advocacy around tenant rights, financial education, homeownership, foreclosure prevention, immigration and civic engagement.

Responsibilities:

- Conducting one-on-one homeownership counseling with prospective homebuyers/homeowners
- Including but not limited to budget counseling, credit management and affordability analysis;
- Conducting one-on-one counseling on foreclosure prevention, including but not limited to loan modification, refinance and short-sale;
- Organizing and conducting regular workshops on homeownership and energy efficiency education and financial literacy;
- Assist homeowners in applying for grants and financing for retrofits;
- Marketing Chhaya's educational and counseling programs on preventing predatory lending and promoting sustainable homeownership education

- Broadening and strengthening Chhaya's outreach in the community and cultivating community partnerships including faith-based and community organizations; Tracking counseling and educational outreach outcomes in database and assisting with regular reporting;
- Assist in Chhaya's special events, critical initiatives and other special cases that require full staff participation.

Qualifications:

We are looking for candidates with the following qualifications-

- Highly self-motivated;
- Bachelor's degree; an Associate degree with substantial experience will be considered;
- Able to work on weekends and weeknights which will be compensated for with flexible hours;
- Excellent public speaking capacity;
- Strong interpersonal and communications skills;
- Extremely well organized and detail-oriented;
- Strong interest in immigrant and financial justice issues;
- Experience in housing counseling preferred but not required;
- Multilingual skills in Bengali, Hindi, Nepali, Punjabi or Urdu preferred;
- Experience in or familiarity with housing counseling, education or financial services and case management is desirable, but not mandatory.

Compensation: Commensurate with experience plus excellent benefits including, medical and dental benefits, 403b option, *TransitChek* and generous vacation and holidays.

Reports to: Chhaya's Housing Preservation Program Manager

How to Apply: Send a resume, cover letter and list of three references to William Spisak, Program Director at william@chhayacdc.org. For more information on Chhaya, please visit our website: www.chhayacdc.org. NO PHONE CALLS PLEASE. Chhaya CDC is an equal opportunity employer.