



**Housing Specialist Job Opening
New York State Assembly Member
District Office, NYC**

Job Title: Constituent Liaison (Housing Specialist)

Description: The NYC District Office of a New York State legislator is seeking a Constituent Liaison - Housing Specialist to assist constituents living in all forms of housing including but not limited to NYCHA Housing, Section 8, HPD, rent stabilized, rent controlled, HDFC Coops, and Mitchell Lama. The role requires comfort and expertise in navigating the complexities of New York housing systems, as well as strong interpersonal skills and an ability to engage with constituents from a wide variety of backgrounds and life experiences.

Responsibilities include:

- Reviewing leases for errors (e.g. rent overcharges, failures to credit security deposits)
- Educating constituents on their rights and advocating for them with private landlords and public agencies
- Assisting rent-controlled tenants with questions about rent increases (MCR and MBR)
- Securing Rent Subsidies for constituents, including SCRIE and DRIE
- Assisting tenants threatened with eviction (e.g. for nonpayment of rent, holdover cases)
- Assist those looking for housing while in shelters
- Connecting individuals to benefits where appropriate (e.g. Public Assistance, SNAP)
- Ongoing case management

Qualifications and Skills:

- College degree is required
- Experience in a local, state or federal government office is a plus, but not required
- Experience in tenant organizing, housing advocacy, or constituent services a plus
- Spanish speaker a plus
- Knowledge of Fair Housing laws and Rent Stabilization
- Knowledge of HUD requirements a plus
- Strong verbal and written communication skills
- Strong interpersonal skills to respectfully engage constituents from diverse backgrounds
- Proficiency in Microsoft Word and Excel

Job Type: Full or Part Time arrangement available. The position is located in New York City; no travel will be required. Occasional evening and weekend work required.

Salary: Commensurate with experience

Benefits: Paid Time Off, New York State Pension, Generous Healthcare Package

To Apply: Qualified candidates should email a cover letter and resume to districtstaffrole@gmail.com with the subject line "Housing Specialist". The New York State Assembly is an Equal Opportunity Employer.