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With community residents leading the way, the mission of Cypress Hills Local Development Corporation (CHLDC) is to build a strong, sustainable Cypress Hills/East New York, where youth and adults achieve educational and economic success, secure healthy and affordable housing, and develop leadership skills to transform their lives and community.

Position: Homeowner Help Desk- Housing Counselor

Principal Duties, Responsibilities:

- Assessing owners' circumstances, objectives, and potential options
- Counseling homeowners on all aspects of homeownership, including but not limited to budgeting and savings, pre-qualifying for mortgage refinance, home equity and home equity line of credit, credit and debt counseling, avoiding frauds related to foreclosure rescue, loan modifications, refinancing, property sales, etc.
- Helping owners to address and/or resolve issues related NYC DOF property tax exemptions, NYC DOB and/or HPD code violations, etc.
- Recommending referrals to other services/programs, e.g., Legal services, subsidized government home repair programs, mortgage default counseling, etc.
- Packaging owners' applications for mortgage refinance and subsidized home improvement program grants and loans
- Assisting with the development and coordination of educational seminars for homeowners
- Outreach and market counseling services and educational programs to homeowners
- Inputting, tracking, reporting and monitoring program clients' progress through client management system/Counselor Max database and excel spreadsheets as needed by funders
- Establish and maintain relationships with lending institutions, and assisting owners with packaging loan applications
- Maintain program files and records and completion of reports to funders and supervisors in a timely manner
- Submitting regular program reports to funders and CHLDC Board of Dir. as necessary
- Report to Dir. of Housing Counseling and perform other duties as assigned
- Demonstrates commitment to leadership development, community building, and community organizing as strategies for social change.

Position Requirements:

- BA , AA degree, Urban Planning, Social Work,
- At least 2 years relevant work, or equivalent education and work experience
- Excellent *communication skills*
- *Team player*, quick learner and ability to work independently

- Computer literate
- *Bilingual- English/Spanish*
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Compensation:

The full-time salary range is \$39,000 to \$48,000.00 annually, based on relevant work experience and/or educational background

To Apply:

Please forward cover letter, resume, and three (3) references to Rene Arlain, Dir. of Housing Counseling at: renea@cypresshills.org. Three (3) written and signed reference letters will be required if chosen for the position.

CYPRESS HILLS LOCAL DEVELOPMENT CORPORATION IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND IS COMMITTED TO WORKPLACE DIVERSITY AND INCLUSION.

We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.

We promote recognition and respect for individual and cultural differences, and we work to make our employees feel valued and appreciated, whatever their race, gender, background, or sexual orientation.

We offer competitive salaries, excellent benefits, and a pleasant working environment. Salary is based on a nonprofit scale and commensurate with experience.

EOE Minorities/Women/Disabled/Veterans