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[cypresshills.org](http://cypresshills.org)

## Position Description Housing Assistant – Part Time

Cypress Hills Local Development Corporation (CHLDC) is a not-for-profit community development organization serving 11,000 residents a year through a comprehensive array of housing preservation, economic development, community organizing and youth and family support services programs and projects. With community residents leading the way, the mission of Cypress Hills Local Development Corporation 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. We actively promote policies that advance racial equity.

During the Covid-19 pandemic both renters and homeowners in East New York have become housing insecure and there is a tremendous need to educate and inform residents about housing rights, housing benefit programs and CHLDC Housing Counseling Services. The PT Housing Assistant will be a member of a team dedicated to preventing displacement and homelessness and helping East New Yorkers preserve their housing throughout the pandemic and beyond.

### Responsibilities:

The following are the *Part-time Housing Counseling Assistant's* responsibilities:

- Provide administrative and clerical support to the Housing Counselors, e.g. scan documents, file materials, make follow-up calls, etc.
- Conduct data entry in the client management systems, e.g., Counselor Max, Salesforce, and internal spreadsheets
- Coordinate and carry out mailings and other outreach efforts (e.g. making phone calls, designing and distributing flyers, organizing informational sessions, preparing social media posts, etc.) to publicize our housing counseling services and workshops to renters and owners
- Track and follow-up with program participants who have missed appointments or have been uncommunicative
- Ascertain clients' status and interests relative to the type of service(s)
- Contact those participants described above to determine if there are additional services or programs needed
- Submit monthly and biweekly reports regarding progress on tasks and objectives
- Provide support to the East Brooklyn Reinvestment Committee
- Through the internet, collect relevant real estate data for outreach and analysis purposes
- Answer phones and make appointments for Counselors and provide information on our services and homeowner's and tenant's rights
- Report to the Director of Housing Counseling and carry out other duties as assigned and

- Ability to work both in office (following public health safety guidelines) and virtually

**Qualifications:**

- B.S in Business, Urban Planning, Social Work or related field
- 1-3 years relevant work, or equivalent education and work experience
- Excellent communication skills
- Team player, quick learner and ability to work independently
- Computer literate – knowledge of design programs helpful
- Bilingual- English/Spanish

Salary:

\$22.00 per hour

To apply, fax or send your resume to: Rene Arlain, Dir. of Housing Counseling, Cypress Hills LDC- 3214 Fulton St.; Brooklyn, NY 11208. (fax #718-647-2104) or Email: renea@cypresshills.org

**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**