



Position Announcement

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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.

Position: Outreach Fellows, BASE Collaborative (2 positions; one year employment)

Cypress Hills Local Development Corporation has openings for **two (2) full-time Outreach Specialist** for a one year period in the Community Development Division to be part of an exciting new Pilot Program designed to legalize basement apartments and preserve and stabilize the homeownership of low and moderate income homeowners in East New York. The outreach workers will educate residents about the program and help identify program participants.

Principal Duties:

- Work in conjunction/cooperation with the City's Public Engagement Unit (PEU) to conduct outreach to East New York homeowners in order to identify households interested in the basement legalization pilot;
- Follow-up with homeowners referred by the City's Public Engagement Unit – explaining all aspects of the program and conducting eligibility pre-screens;
- Conduct group informational meetings with homeowners after homeowners are pre-screened to further discuss all aspects of the Pilot including roles of all partners, regulatory and development agreements, home assessment and financial assessment, subsidy and financing terms, scoring system, etc.;
- Organize meetings with public officials, community boards and local stakeholders to educate them about the program;
- Door knock, call and email eligible homeowners throughout the neighborhood
- Provide information outside of community- based organizations and houses of worship and health care agencies on the program;
- Partner with Cypress Hills Local Development afterschool and school programs to perform program education workshops;
- Make phone calls and visit vulnerable homeowners who are seniors or who have experienced foreclosure problems in the past;
- Hold in-depth screenings through extended office hours on evenings and weekends in Cypress Hills Local Development offices;

- Work collaborative with the internal Cypress Hills BASE team and external partners
- Demonstrate commitment to leadership development, community building, and community organizing as strategies for social change; and
- Perform other duties as assigned.

Position Requirements:

- Bachelor's degree preferred
- Excellent oral and written communication skills
- Some experience in outreach
- Good relational skills and demonstrated proficiency working in a community-based setting
- Bilingual English/Spanish or English/Bengali preferred
- Ability to work nontraditional hours including some evening hours, and weekend hours

Supervision: Report directly to the Senior Project Manager, BASE Collaborative

Compensation:

- \$40,000 - \$45,000 annually depending on experience. We offer a very competitive benefits package.

To Apply:

Please forward cover letter, resume, and three (3) references to
cdbasejobs@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/Veteran**