



Fifth Avenue Committee
Our Community. Our Future.

JOB ANNOUNCEMENT
Retention Specialist

Title: Retention Specialist
Unit: Community Services

Job Status: Non-Exempt
Employee Type: Part-time/10 hours per week

Fifth Avenue Committee, Inc. (FAC) is an award winning non-profit South Brooklyn based comprehensive community development corporation and NeighborWorks American chartered member formed in 1978, whose mission is to advance economic and social justice. FAC advances its mission principally through developing and managing affordable housing and community facilities, creating economic opportunities and ensuring access to economic security, organizing residents and workers, offering student-centered adult education and combating displacement caused by gentrification.

FAC's Community Services (CS) Unit seeks a part-time Retention Specialist to support the work of the Financial Coach and unit team members. . Visit www.fifthave.org for more information.

Responsibilities

The Retention Specialist will be a key member of a small staff team, responsible for expanding FAC's Financial Coach and the services provided.. This is a part-time (10-hours per week) position. S/he will report to the Program Director and work closely with program staff throughout FAC and its affiliate programs.

Duties will include:

- Tracking job retention, career advancement and financial outcomes
- Completing credit pulls and update balance sheets
- Document outcomes via Salesforce, Excel and Single Stop Technologies in an accurate and timely manner
- Ensure documentation meets grant requirements and organization standards
- Provide post-placement tracking and support to workforce and other program participants
- Connect program participants with supportive services, as needed
- Other duties as assigned

Work Schedule:

- Location: 621 Degraw Street Brooklyn, NY 11217
- 10 hours a week (part-time)
- Flexible hours; 10am-6pm M-F

Qualifications

- High School Diploma or equivalent required
- Strong written and verbal communication skills
- Experience with Microsoft Office Suite
- Demonstrated experience with database software required, Salesforce experience, preferred
- Highly organized, detail oriented and problem-solving skills
- Bilingual Spanish/English preferred
- Commitment to FAC's mission of advancing social and economic justice
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Compensation:

\$18-20 per hour - commensurate with experience. Pro-rated paid sick time is provided.

To Apply:

E-mail cover letter with resume and salary expectations with “**Retention Specialist**” in the subject line to:

Fifth Avenue Committee, Inc.
Attn: Retention Specialist
621 DeGraw Street
Brooklyn NY 11217
jobs@fifthave.org

Please, no phone calls!

*Women and people of color and local residents are strongly encouraged to apply.
FAC is an equal opportunity employer (EEO)*