



Position Announcement

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.

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Brooklyn, NY 11208-1203

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info@cypresshills.org

Position: Foreclosure Prevention Counselor

cypresshills.org

Cypress Hills Local Development Corporation has an opening for one (1) full-time foreclosure prevention counselor in the Housing Counseling Division's foreclosure prevention counseling program.

Principal Duties: (Succinctly and clearly describe the principal duties of the position.)

- Providing comprehensive mortgage default counseling services to homeowners, including assessing budget and/or credit issues, as well as potential loss mitigation options
- Inputting, tracking, reporting and monitoring foreclosure prevention program clients' progress through client management system/Counselor Max database and excel spreadsheets as needed by funders
- Assisting and collaborating with counselors and housing counseling director on data entry, and submitting monthly and quarterly program reports to funders and CHLDC Board of Dir., as needed
- Identifying, via lis pendens filings and other research, homeowners with mortgage arrears, and reaching out to them through mailings, home visits, phone calls, etc.
- Submitting regular program reports to funders and CHLDC Board of Dir. as necessary
- Providing support to Cypress Hills/Cityline Coalition Reinvestment Committee
- 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: (Clearly outline the requirements for the position.)

- 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:

Annual salary ranges from \$38,000 - \$41,500 dependent upon experience. We also offer a very competitive benefits package.

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

Policy Acknowledgment Form

I hereby acknowledge that I have received a copy of the Cypress Hills Local Development Corporation's Job Responsibilities. By signing below I certify that I have read and understand Cypress Hills Local Development Corporation's Job Responsibilities and will comply with these standards at all times.

Today's Date: _____

Name (print): _____

Signature: _____

CYPRESS HILLS LOCAL DEVELOPMENT CORPORATION

Issued By: _____ Date _____