



3214 Fulton Street
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cypresshills.org

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: Small Homes Help-Desk Counselor

Principal Duties, Responsibilities:

- Coordinate and/or attend educational homeowner- forums
- Outreach and market counseling services and programs to homeowners
- Provide support/brief advice to 100 homeowners-documented by sign in sheets/intake forms/completed referral forms
- Refer 40 homeowners to a Home Repair program-measured by completed applications
- Support and Document 20 homeowners improving their housing and/or financial situation
- Familiar with subsidized home improvement programs
- Making referrals to other services/programs, e.g., legal services, subsidized government home repair programs, mortgage default counseling, etc.
- Packaging applications for home improvement programs
- 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 non-profits, government agencies and lenders that provide home improvement program loans/grants
- 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 preferred , AA degree required, 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:

Salary range is \$44,000-\$46,000 commensurate with experience with a 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.

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