JOB ANNOUNCEMENT

AFFORDABLE HOUSING MARKETING & LEASING SPECIALIST

Title: Affordable Housing Marketing & Leasing Specialist

Employment Type: Full-time/35 hours weekly

Fifth Avenue Committee, Inc. (FAC) is a 41-year-old South Brooklyn based non-profit comprehensive community-development corporation and NeighborWorks America chartered member whose mission is to advance economic and social justice. FAC develops and manages affordable housing and community facilities, creates economic opportunities and ensures access to economic stability, organizes residents and workers, offers student-centered adult education, and combats displacement caused by gentrification. FAC works to transform the lives of over 5,500 low and moderate-income New Yorkers annually so that we can all live and work with dignity and respect while making our community more equitable, sustainable, inclusive and just.

The Housing Development Unit develops, preserves and market and leases up safe, affordable housing for low and moderate-income New Yorkers. FAC is currently marketing and leasing up multiple projects including 100% affordable projects where FAC is the developer and projects where FAC is providing marketing and lease up services of affordable housing units in mixed income projects developed by partners. These projects include mandatory and inclusionary housing units, 421a units, and units financed through low income housing tax credits and/or tax-exempt bonds and other public subsidy.

Fifth Avenue Committee (FAC) requires a highly motivated and organized individual to assist in renting up apartments affordable to eligible low income seniors for multiple projects including a 159 unit senior project and affordable family rentals – including advertising and marketing, reviewing income eligibility (for meeting both New York City Lottery and LIHTC requirements) and conducting household interviews and determining qualifications, keeping and maintaining excel based logs of applicants and files, and coordinating lease signing and move in with property management companies.

RESPONSIBILITIES:
The Affordable Housing Marketing & Leasing Specialist will be responsible for a variety of tasks involved in FAC’s affordable housing marketing and lease up work. They will report to the Director and will work closely with other staff members in the Unit to:

- Outreach to ensure seniors, particularly those hardest to reach, to ensure they are aware of this housing opportunity
- Maintain calendar and schedule appointments for resident interviews and document submission
- Attend mandatory trainings provided by NYC Department of Housing Preservation and Development (NYCHPD) and NYC Housing Development Corporation (NYCHDC), as well as those required for Section 8 eligibility requirements to keep up to date on LIHTC eligibility requirements
- Interview applicants through rental housing qualification and approval process and collect relevant and required documents
- Coordinate with candidates before and after appointments to submit additional relevant paperwork
• Maintain log of all applicants (in order as per New York City Lottery), including by project, income range, and priority status and update log for applicant contacts as per NYCHPD and NYCHDC requirements. Communicate with NYC HPD regarding log and log updates.
• Ensure proper filing (in both computer files and hard copies in filing cabinets) of documents.
• Maintain communication with NYCHPD and NYCHDC to ensure expeditious HDC/HPD and Section 8-unit approvals and to ensure understanding of income and household eligibility issues
• Schedule apartment unit viewings, walkthroughs, appraisal inspections (if needed) and supervise all unit repairs
• Work with property management company/staff and eligible applicants to arrange for move-ins
• Assist with requisitions and drawdowns/vouchering for housing development and lease-up
• Other duties as assigned

QUALIFICATIONS:
• Experience working with and/or qualifying applicants for programs, jobs or other selective processes. Prior experience with leasing of affordable housing and Section 8 eligibility preferred.
• LIHTC Specialist certification preferred
• High school diploma/equivalency required. Bachelor’s degree preferred
• Excellent organizational skills; able to create and maintain a highly organized system for maintaining and saving information and files and following requirements for such by regulatory agencies.
• Excellent written and oral communication skills
• Outgoing, professional and friendly demeanor
• Ability to perform at a high level with a range of stakeholders
• Demonstrated knowledge of MS Excel, Word, Outlook, Powerpoint
• Bilingual: Spanish/English preferred
• Commitment to FAC’s mission advancing economic and social justice and to serving low and moderate-income New Yorkers and communities.

COMPENSATION:
$43,680 - $47,500 annually ($24 to $26 per hour) – Commensurate with experience. FAC offers a competitive benefits package including full health and dental insurance (following a 90-day waiting period), life insurance, retirement savings plan, flexible spending and paid time off.

How to Apply:
Please email cover letter, resume and salary expectation to jobs@fifthave.org indicating “Affordable Housing Marketing and Leasing Specialist” in the subject line by January 24th, 2020 to:

Jay Marcus
Fifth Avenue Committee
621 DeGraw Street
Brooklyn, NY 11217

No phone calls, please.

Fifth Avenue Committee is an equal opportunity employer (EEO).
People of color, community residents, and women are strongly encouraged to apply