Job Announcement
Housing Development Associate

Status: Non-Exempt
Position: Full Time (35 hours per week), Temporary/6 months

Fifth Avenue Committee (FAC), is a nationally recognized South Brooklyn based, non-profit comprehensive community development corporation and NeighborWorks America member formed in 1978 whose mission is to advance economic and social justice by building vibrant, diverse communities where residents have genuine opportunities to achieve their goals as well as shape the community’s future. 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 Real Estate Unit markets and leases up affordable housing units for FAC and partners. Fifth Avenue Committee, Inc. (FAC) requires a highly motivated and organized individual to assist in renting up apartments affordable to eligible low and moderate-income residents – including advertising and marketing, reviewing income eligibility and conducting household interviews and determining qualifications, keeping and maintaining Excel based logs of applicants and files, and coordinating lease signing and move in. The position is full-time and remote during the current COVID-19 crisis.

Responsibilities:

The Housing Development Associate will be responsible for a variety of tasks involved in FAC’s marketing and lease up of affordable housing. S/he will report to the Unit Director and will work closely with the other staff members of the Housing Development Unit to:

- Maintain calendar and schedule appointments for candidate interviews and document submission for affordable housing.
- Attend mandatory trainings provided by NYC Department of Housing Preservation and Development or government agencies.
- Interview applicants through rental housing qualification and approval process and collect relevant 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 requirements), including by project, income range, and priority status and update log for applicant contacts as per New York City Department of Housing Preservation and Development (NYC HPD) or relevant government oversight agency requirements. Communicate with NYC HPD or relevant government agencies regarding log and log updates.
• Ensure proper filing (in both computer files and hard copies) of documents.
• Maintain communication with NYC Department of Housing Preservation and Development or other relevant government agencies regarding income and household eligibility issues and for approval of applicants.
• Work with property management company/staff and eligible applicants to arrange for move-ins.
Other duties as assigned.

Qualifications:
• Experience working with and/or qualifying applicants for programs, jobs or other selective processes required. Prior experience with leasing of affordable housing preferred.
• Excellent organizational skills. Demonstrated ability to create and maintain a highly organized system for maintaining and saving information and files.
• Excellent written and oral communication skills.
• Outgoing professional and friendly demeanor and ability to perform at a high level with various stakeholders.
• Familiarity with MS Excel, Word, Outlook, Powerpoint.
• High School Diploma or equivalent required. Bachelor’s degree preferred.
• Bilingual Spanish/English preferred.
• Commitment to FAC’s mission advancing economic and social justice and to serving low and moderate-income individuals and communities.

Compensation:
$23.00 to $24 per hour commensurate with experience.

How to Apply:
Please email cover letter and resume indicating “HOUSING DEVELOPMENT ASSOCIATE” in the subject line by July 24, 2020 to:

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

Email: jobs@fifthave.org

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