



Job Announcement **Homeownership Counselor**

Position: Homeownership Counselor

Status: Non-Exempt

Unit: FAC's Housing Development

Employee Type: Temporary, FT, 35 hpw

Fifth Avenue Committee (FAC) is an award-winning, 39-year-old, South Brooklyn-based, non-profit community development corporation 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.

Neighbors Helping Neighbors (NHN) became an affiliate of FAC and has received funding to assist homeowners facing foreclosure. NHN is a non-profit, community-based organization whose mission is to empower low and moderate income Brooklyn residents to secure quality housing and build assets. NHN is a HUD-approved housing counseling agency providing foreclosure prevention services, homebuyer education, and tenant advocacy.

We are seeking a multi-faceted Homeownership Counselor to provide foreclosure prevention and pre-purchase homebuyer counseling and advocacy to homeowners in Brooklyn and New York City. This is a 35-hour, five-day-per-week position.

Responsibilities include:

- *Foreclosure prevention counseling:* Meet with homeowners facing mortgage default to review their personal finances and reason for delinquency, assess their home retention options, and develop an action plan to return them to financial stability.
- *Loan modification applications and advocacy:* Work with homeowners to assemble and submit applications to mortgage servicers for loan modifications or other programs to resolve delinquency, communicate with servicers to advocate on behalf of homeowners, escalate cases or refer them to legal services partners when necessary.
- *Homebuyer seminars:* Co-teach financial education seminars for first-time homebuyers two Saturday mornings per month.

- *Pre-purchase homebuyer counseling:* Meet with first-time homebuyers to review their personal finances, assess their readiness for homeownership, and develop financial goals and action plans; advise ready buyers on mortgage options and help them to secure loan approvals, assist buyers in applying for down payment and closing cost assistance.
- *Data management:* Record, maintain, and track counseling data using the online CounselorMax database.
- *Outreach & retention:* Assist in promoting awareness of the program by attending community events and helping with other outreach and marketing efforts, such as distributing flyers, direct mailing, or social media.
- *Training and knowledge-building:* Attend regular training sessions to be informed of industry trends and to receive up-to-date information regarding homeownership and foreclosure prevention.
- *Other duties as assigned.*

Qualifications:

- Bachelor's degree preferred.
- Experience in banking, personal finance and/or social services required.
- Additional experience in both foreclosure prevention and pre-purchase homebuyer counseling strongly preferred.
- Excellent interpersonal and communication skills.
- Strong public speaking skills.
- Ability to engage with low- and moderate-income homeowners and homebuyers in a respectful manner.
- Fluency in a second language is preferred, particularly Spanish, Haitian Creole, Mandarin, or Cantonese.
- Able to work well on a team as well as independently.
- Highly-organized self-starter able to multi-task.
- Excellent computer skills; familiarity with CounselorMax a plus.
- Detail-oriented, thorough, and able to concentrate while meeting deadlines.

- Capable of planning workload while working under pressure.
- Demonstrated patience and flexibility handling complex issues and crises.
- Strong commitment to FAC and NHN's missions.

Salary: \$27.47 per hour. This is currently a temporary position, and NHN is actively pursuing additional funding with the goal of making this a permanent position.

How to Apply: Please email cover letter and resume to Robert McCool, Director of Homeownership Programs, by September 25th, 2017 to:

jobs@fifthave.org Indicate "Homeownership Counselor" in the subject line.

No phone calls, please.

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