

Position Available: Housing Counselor (Homeownership Team), Bengali

Overview of the Organization:

Chhaya is the only South Asian and Indo-Caribbean Community Development Corporation (CDC) in the nation. Our mission is to build community power, housing stability, and economic well-being of the South Asian and Indo-Caribbean communities in New York. Since our founding in 2000, Chhaya has helped prevent hundreds of foreclosures; assisted first-time homebuyers in obtaining thousands of dollars in down-payment assistance, led the basement legalization campaign in New York City, provided individuals with key immigration services, empowered families with financial management tools and skills, and fostered the civic engagement of thousands of South Asian and Indo-Caribbean New Yorkers. As a leader in New York City's housing and economic justice sector, Chhaya is poised for significant organizational growth and development. Our main office is in Jackson Heights and we have a second location in Richmond Hill - two neighborhoods with vibrant South Asian and Indo-Caribbean communities.

Summary of the Position:

Chhaya seeks an energetic and dynamic Housing Counselor to be part of its homeownership program team. The counselor will assist South Asian, Indo-Caribbean, and other immigrant communities to buy and retain their homes as well conduct educational workshops. Candidates will receive training on homeownership education as necessary, including conducting community presentations and housing counseling. The selected candidate will be required to pass the HUD exam within 3-6 months of joining. This is an exciting opportunity for a highly motivated individual to expand a successful program with future prospects for career growth.

This position will report to the Associate Director of Programs, Homeownership.

Essential Duties and Responsibilities:

- Conducting one-on-one counseling with prospective homebuyers, including but not limited to budget counseling, credit management, and affordability analysis;
- Conducting one-on-one intake and counseling with post-purchase clients, including but not limited to loan modification, refinance, and forbearance;
- Organizing and conducting regular workshops on homeownership education and financial literacy;
- Supporting, organizing, and providing instruction at Chhaya's annual housing fair(s), homeownership workshops, and post-purchase trainings;
- Marketing Chhaya's educational and counseling programs on preventing predatory lending and promoting homeownership education;
- Broadening and strengthening Chhaya's outreach in the community and cultivating community partnerships including partnerships with faith-based and community organizations;
- Tracking counseling and educational outreach outcomes in database and assisting with regular reporting;
- Building and maintaining strong working relationships with funders, housing experts, partner organizations, and coalition partners;
- Assisting with other projects, as necessary;

As a member of the Chhaya staff, additional responsibilities may be added related to special events, critical initiatives, and other special cases that require full staff participation (some evenings and weekends). Further, as a Chhaya team-member, it is every employee's responsibility to help further the organization's mission by building a work-culture centered around ownership, accountability, fairness, inclusiveness, and fun

Qualifications:

- One or more years of experience with counseling, client support, social services, or public speaking
- Fluent in Bengali, Nepali, or Tibetan (required)
- HUD Counseling Certification (preferred)
- Commitment to attaining HUD Counseling certification (required)
- Familiarity with Jackson Heights and the South Asian communities in the neighborhood
- Deep commitment and passion for social justice, and grounded by connection to the needs and issues facing low-income South Asian and Indo-Caribbean New Yorkers
- Commitment to engaging diverse constituents in low- and moderate-income communities
- Interested in understanding the different perspectives and needs of diverse community stakeholders
- Demonstrated ability to maintain strong relationships with governmental agencies, elected officials, non-profit organizations and other community groups
- Ability to coordinate and manage multiple tasks and projects simultaneously, and provide timely and clear updates to supervisors
- Ability to work in an organized, efficient manner with a high level of accuracy, attention to detail, and follow-through
- Ability to complete tasks and project with tight deadlines
- Demonstrate a passion and commitment to supporting affordable housing for immigrant and low-income communities
- An ability to be flexible and willingness to wear "multiple hats" if and when needed
- Flexible schedule with the ability to work some weekends and evenings, if needed
- High level of proficiency in Microsoft Office applications, including Word, Excel and PowerPoint
- Experience working with populations with limited English and/or computer proficiency (preferred)
- Extremely well-organized and detail-oriented;
- Sense of humor – a plus

Salary Range: \$50,000 – \$55,000 (annual salary)

How to Apply: Please send a cover letter, resume, two references, and a brief writing sample to careers@chhayacdc.org with the subject line "Housing Counselor – Application".

Applications will be accepted until October 31, 2022. Only applicants under consideration will be contacted. No phone calls please.



This is a bargaining unit position with the Transport Workers Union, TWU.

Chhaya CDC is an equal opportunity organization that celebrates and embraces diversity. Chhaya does not discriminate on the basis of caste, race, religion, color, sex, gender identity, sexual orientation, age, or any other identities covered by appropriate law. All employment is decided on the basis of qualifications, merit, and organizational need.