



Fifth Avenue Committee
Our Community. Our Future.

Job Announcement **Housing Lottery Specialist**

Status: Non-Exempt

Unit: Real Estate

Position: Multiple Positions

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 develops and preserves safe, affordable housing for low and moderate-income New Yorkers. The pipeline currently contains 6 active projects comprising over 1,000 units and includes a diversity of new construction and renovations, senior and family housing, and mixed income and mixed-use projects in a variety of locations. FAC places a strong emphasis on sustainable development as well as innovative deal structures and financing schemes to achieve our mission.

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 collecting required income and asset documents, keeping and maintaining Excel based logs of applicants and files, digitalizing and saving applications (including confidential tenant income and asset information), leases, and Section 8 related documents in an organized fashion that respects client confidentiality while enabling availability to staff and partners when appropriate, and coordinating lease signing and move in and utility account opening. Staff will be expected to learn and follow the protocols in the New York City Marketing Manual and, for relevant projects, Low Income Housing Tax Credit documentation and compliance. Staff will also be expected to assist clients in applying for any available rent subsidy, including Section 8 applications for those eligible.

Responsibilities:

The Housing Lottery Associate will be responsible for a variety of tasks involved in FAC's housing and community facility development work. 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.
- To attend trainings and become Low Income Tax Credit certified.
- Coordinate with candidates before and after appointments to submit additional relevant paperwork.
- Maintain a helpful and client friendly attitude.
- Maintain log of all applicants (in order as per New York City Lottery), including by project, income range, log number, and priority status and update log for applicant contacts as per New York City Department of Housing Preservation and Development

(NYC HPD), New York City Housing Development Corporation (NYC HDC) or other relevant government oversight agency requirements. Communicate with NYC HPD or relevant government agencies regarding log and log updates.

- Digitalize, save and organize file including for:
 - Tenant Leases
 - Tenant Application with back-up information required for LIHTC and government funders
 - Section 8 Applications
 - Section 8 Tenant Addendum and other forms.
 - Ensure proper filing (in both computer files and hardcopies) of documents.
 - Ensure Confidentiality requirements are adhered to in availability and transmittal of the tenant and leasing information
 - Maintain communication with NYC Department of Housing Preservation and Development, NYC HDC or other relevant government agencies regarding income and household eligibility issues and for approval of applicants and receipt of files
 - Work with relevant 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 rental apartments, 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 a large amount of information and files.
- Outgoing professional and friendly demeanor.
- Familiarity with MS Excel, Word, Outlook.
- 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-\$26/hour - commensurate with experience.

How to Apply:

Please email cover letter and resume indicating "**HOUSING LOTTERY ASSOCIATE**" in the subject 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***