



Fifth Avenue Committee
Our Community. Our Future.

JOB ANNOUNCEMENT

Part-Time Benefit Specialist/24 hours a week

Unit: Community Services

Job Status: Non-Exempt

Fifth Avenue Committee, Inc. (FAC, www.fifthave.org) is an award winning non-profit South Brooklyn based comprehensive community development corporation and NeighborWorks American chartered member formed in 1978, whose mission is to advance economic, social, and racial justice. FAC advances its mission principally through developing and managing affordable housing and community facilities, creating economic opportunities, and ensuring access to economic security, organizing residents and workers, offering student-centered adult education, and combating displacement caused by gentrification.

Community Services at FAC creates a more equitable city by ensuring economic mobility by connecting more than a thousand low- and moderate-income New Yorkers with benefits and supports each year. In addition to helping individuals and families secure public benefits and entitlements and health insurance, the program offers free financial and legal counseling and tax preparation assistance.

Responsibilities:

The Benefits Specialist will conduct intake, make referrals, provide counseling and advocacy, and perform data entry. The Benefits Specialist will dedicate time to building relationships with city agency staff, and tailor efforts to assist participants, including immigrants, housing insecure community members, public housing residents and individuals living in poverty. The Specialist will report to the Community Services Manager and work closely with other FAC and FAC affiliate staff.

Duties:

- Maintain an active case load by conducting intake and assessments and follow-up with participants in a timely manner.
- Submit public benefit applications on behalf of participants (e.g., SNAP, Public Assistance, and SCRIE).
- Assist with annual on-site free tax preparation program with the support of the Community Services Manager.
- Responsible for facilitating referrals to internal and external partners.
- Support the implementation of FAC's Strategic Plan, specifically Community Services' goal of increasing internal referrals and external partnerships.
- Document all participant contact, referrals, and outcomes in database in a timely and accurate manner.
- Represent Community Services and Fifth Avenue Committee at relevant meetings with partners, coalitions, and at community events.
- Participate in unit and staff meetings and professional development trainings.
- Other activities and responsibilities as assigned.

Qualifications:

- Enthusiasm and respect for working with low-income New Yorkers; strong commitment to FAC's mission and desire to do work with a measurable impact.
- Demonstrated experience providing direct client/participant services; public benefits access and advocacy preferred.
- Creative thinker with demonstrated problem-solving and interpersonal skills.

- Excellent communication and computer skills.
- Well-organized, thorough, strong attention to detail, and highly motivated.
- Friendly, professional demeanor.
- Reliable and able to collaborate with and serve a diverse range of community members.
- Bilingual English/Spanish preferred.
- Ability to multi-task and exercise excellent judgment.
- Willingness to work fully in person when required.
- Available to work flexible hours, including some evenings and weekends.

Compensation: \$23-25 per hour, commensurate with relevant experience. Paid sick, vacation and personal time off, 6 paid holidays, and eligible for 403b pension contribution.

To Apply:

E-mail **cover letter** and **resume** with "Part-Time Benefit Specialist" in the subject line to jobs@fifthave.org by January 26, 2023.

***FAC is an equal opportunity, affirmative action employer.
People of color, community residents and women are strongly encouraged to apply.***