



Job Announcement Remote or In-Person Foreclosure Counseling Consultant

Position: Foreclosure Counseling Consultant

Employee Type: Temporary; full-time for 8 weeks at 35 hours per week; possibility of additional 10 weeks at 14 hours per week.

Neighbors Helping Neighbors (NHN) are seeking a Foreclosure Counseling Consultant to provide counseling and advocacy to homeowners in Brooklyn and New York City. This is a temporary position for 8 weeks starting in mid-June to provide leave coverage for NHN's Full-Time Foreclosure Prevention Counselor. This is a 35-hour, five-day- per-week position that can be either fully remote, in-person, or hybrid. At the conclusion of the initial 8 weeks, there is a possibility to provide ongoing support two days per week for an additional 10 weeks.

Join an experienced and dedicated team as we work to advance and protect affordable homeownership in New York City. We offer a great work environment with friendly co-workers who are passionate about their jobs. Our office is centrally located in Park Slope/Gowanus, a diverse neighborhood with easy access to transportation.

NHN is a non-profit, community-based organization whose mission is to promote racial justice while empowering low- and moderate-income New Yorkers to fight for, secure, and maintain quality housing and build financial assets. NHN is a HUD-approved housing counseling agency providing foreclosure prevention services, homebuyer education, and tenant advocacy. NHN is an affiliate of Fifth Avenue Committee (FAC), a 45-year-old nonprofit comprehensive community development corporation whose mission is to advance economic, social, and racial justice and is a NeighborWorks America chartered member.

Responsibilities include:

Foreclosure prevention counseling: Assist new and existing homeowner participants facing mortgage default to review their finances and reason for delinquency, assess their home retention options, and develop an action plan to return them to financial stability. Help homeowners submit applications to mortgage servicers for loan modifications, repayment plans, short sales, or other options to resolve their delinquency. Communicate with servicers to advocate on behalf of homeowners, escalate cases, or refer them to legal services partners when necessary. Help homeowners apply for mortgage rescue funds. Assist homeowners who cannot sustainably keep their homes with advice, support, and resources.

Post-purchase counseling: Assist homeowners with a wide range of post-purchase issues, including applying for and securing home repair funds, obtaining property tax reductions, and assisting with

mortgage loan refinancing. Co-facilitate post-purchase training seminars.

Data management: Record, maintain, and track counseling data using NHN's Salesforce database.

Other duties as assigned: Some evening or weekend hours may be required on a limited basis.

Qualifications:

- Bachelor's degree preferred.
- Experience in real estate, personal finance, and/or social services required.
- HUD Certified with experience in foreclosure prevention counseling and mortgage loss mitigation preferred.
- Excellent interpersonal and communication skills.
- Ability to engage with low- and moderate-income homeowners in a respectful manner.
- Excellent computer skills required; familiarity with Salesforce preferred.
- Detail-oriented, thorough, and able to concentrate while meeting deadlines.
- Adept at gathering, organizing, and reviewing paperwork.
- Demonstrated patience and flexibility handling complex issues and crises.
- Strong commitment to NHN's mission.

Compensation & Benefits: Hourly rate of \$31.90. This position can be fully remote or in-person.

To Apply: Please email cover letter and resume with salary expectations to jobs@fifthave.org by 5/31/2023. Indicate "Foreclosure Counseling Consultant" 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.