



Fifth Avenue Committee

Our Community. Our Future.

Job Announcement
AmeriCorps VISTA Affordable Housing Specialist

Position: Full Time (35 hours)

Unit: Asset & Property Management

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, social and racial justice in New York City through integrated, community centered affordable housing, grassroots organizing, policy advocacy, and transformative education, training and services that build the power to shape our 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.

FAC seeks an Affordable Housing Specialist to join our Asset and Property Management team. The Specialist will serve as an AmeriCorps VISTA member with our partner, NeighborWorks America, for one year of service. AmeriCorps VISTA provides full-time national service volunteers to nonprofit, faith-based, and other community organizations to create and expand programs that bring low-income individuals and communities out of poverty. work with our staff, consultants, and tenants to develop and implement systems to ensure best practices for tenant occupied renovation and refinancing projects by engaging key stakeholders to inform our practices.

Responsibilities:

- Develop a housing rehabilitation playbook with relevant supporting templates, communications, timelines for specific actions, outlines for transition memos and key interdepartmental communications around rehabilitation of occupied multi-family properties. This will include:
 - Reviewing and understanding project timelines and milestones;
 - Developing tenant assessment materials;
 - Interviewing key stakeholders to learn best practices;
 - Drafting and finalizing the playbook
 - Participating in sessions where playbook is used to inform preservation projects in process and update playbook as needed.

- Develop a tenant engagement plan and communications templates, to promote meaningful and effective engagement with tenants living in properties slated for rehabilitation. This will include:
 - outlining key areas of the rehab project where tenants' input into the decisions related to rehab are needed
 - Reviewing prior communications and engagement methods
 - Collecting and reviewing templates for legally required communication to tenants and updating as needed
 - Gathering input from tenants, staff and consultants to improve FAC's communication and coordination with tenants during renovation of occupied buildings.
 - Participating in sessions where tenant engagement plan is used to inform engagement and communications and updated templates as needed

Qualifications:

- U.S. Citizen at least 18 years of age
- Strong writing and editing skills
- Strong time management skills, the ability to work independently and to manage multiple projects simultaneously.
- Excellent interpersonal skills with ability to work with diverse groups
- Bilingual English / Spanish preferred
- Strong commitment to FAC's mission of economic, social and racial justice.

Compensation:

- This is an AmeriCorps VISTA position. Compensation is paid directly to VISTA Leaders in the form of a biweekly living allowance of \$1,117.06 from AmeriCorps VISTA
- Benefits include:
 - Child care assistance, if eligible
 - At the end of the term of service, an education award or cash stipend may be provided. For more information about AmeriCorps
 - Health plan provided by AmeriCorps VISTA
 - Relocation Allowance, if eligible
 - Training
 - Monthly commuting stipend
- For more detail on the AmeriCorps VISTA program and its benefits, go to: <https://americorps.gov/serve/fit-finder/amicorps-vista>

How to Apply:

All applications must be submitted through the MyAmeriCorps portal. The link for this opportunity is:

<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=119262>

Contact Andrew Parkes, Associate Manager of Asset and Property Management, aparkes@fifthave.org with any questions regarding the application.

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