



**Fifth Avenue Committee**  
Our Community. Our Future.

## **Job Announcement** **Benefits Specialist**

**Status: Non-Exempt**

**Unit: Community Services**

**Position: Full-Time 35 Hours a Week**

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[Fifth Avenue Committee](#) (FAC) is a 45-year-old nationally recognized South Brooklyn based, non-profit community development corporation and NeighborWorks America chartered member whose mission is to advance economic, social, and racial justice 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.

To achieve our mission FAC develops and manages affordable housing and community facilities, creates economic opportunities, and ensures access to economic stability, organizes residents and workers, offers student centered adult education, and combats 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 intakes and program presentations, make and receive referrals, provide counseling and advocacy, and manage data entry. He/She/They will help improve program follow up and retention methods, build relationships with city agency staff, and tailor efforts to assist participants, including immigrants and participants with criminal history. He/She/They will report to the Community Services Manager and work closely with other program staff.

### **Duties:**

- Maintain an active case load by conducting intake and assessments and follow-up with participants in a timely manner
- Submit benefit applications on behalf of participants for Supplemental Nutrition Assistance Program (SNAP), Public Assistance, Senior Citizen Rent Increase Exemption (SCRIE), Disability Rent Increase Exemption (DRIE), and others
- Responsible for facilitating internal and external referrals and providing additional resources accordingly

- Assist with annual on-site tax preparation program with the support of the Community Services Manager
- Support the implementation of FAC and Community Services' Strategic Plan and goals
- Document all participant contact, referrals, and outcomes in Salesforce database in a timely and accurate manner
- Represent Community Services and Fifth Avenue Committee at relevant meetings and events with partners, coalitions and other external parties as assigned
- Participate in unit and staff meetings and trainings
- Other responsibilities as assigned

**Qualifications:**

- Demonstrated relevant experience providing direct services and public benefits preferred
- Creative thinker with demonstrated problem-solving and interpersonal skills
- Organized with excellent communication and computer skills
- Reliable and able to collaborate with and serve a diverse range of individuals
- Bilingual English/Spanish preferred
- Commitment to FAC's mission of racial, economic, and social justice

**Compensation:**

\$27.47 per hour - \$30.22 per hour (\$50,000-55,000 annually), depending on experience. FAC offers a competitive benefits package including full health and dental insurance (1st of month following 60-day waiting period), life insurance, retirement savings plan, flexible spending and accrued paid time off including 18 vacation days and 12 paid holidays. Telecommuting is available up to two days per week.

**To Apply:**

E-mail **cover letter** and **resume** with "Benefits Specialist" in the subject line to [jobs@fifthave.org](mailto:jobs@fifthave.org) by March 8, 2024.

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