



Job Opening

Job Posting: 8/16/2021

**Application Deadline: 30 days or
until position is filled**

JOB TITLE: Manager, Program Administration
HUD Certified Housing Counselor

LOCATION: NYC

DEPT: Harlem Community Development Corp. (HCDC)

BASIC FUNCTION:

Responsible for coordinating the day-to-day aspects of Harlem CDC's HUD Approved Homebuyer Education Program including homebuyer and financial literacy programming, one-on-one counseling, and program administration.

WORK PERFORMED:

- Organize and promote first-time home buyer and financial literacy workshops and seminars, expos and special events
- Provide one-on-one counseling consistent with Harlem CDC's HUD Approved Housing Counseling program to clients who are interested in becoming homeowners to assess their mortgage readiness and determine the appropriate follow-up.
- Establish and maintain housing counseling files regularly through a Counseling Management System (CMS) compliance with HUD requirements
- Maintain relationships with mortgage lender, HUD-representatives, New York City and New York State housing agencies, community-based organizations and other stakeholder involved with affordable housing and home buyer education in Upper Manhattan
- Performs administrative duties related to work performed

Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree or associate degree and a real estate certificate.

Equivalent Experience required: At least three years of experience in housing counseling, conferences/seminars development, budgeting and credit analysis, real estate development and/or sales.

Certifications required: HUD Certified Counselor (or ability to pass HUD Housing Counselor Certification Exam within 3 months of hire) administered by the Office of Housing Counseling (OHC)

Knowledge required:

- Proficiency in Microsoft Office, including Word, Excel, PowerPoint, and Outlook
- Familiarity with remote meeting platforms including Zoom and Webex
- Experience using CMS to plan record counseling activities; CounselorMax preferred
- Familiarity with HUD Exchange and quarterly 9902 reporting
- Working knowledge of city, state and federal housing counseling programs and homebuyer financial assistance programs.

Note: Ability to work late and weekends (flexibility)

APPROXIMATE HIRING SALARY: \$60,000 - \$64,000 (w/ comprehensive benefits package)

INQUIRE

Donna Knief – Human Resources Generalist - Human Resources Dept.

External Candidates: *Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body*

Internal Candidates: *Complete [Posting Application](#) and attach a copy of resume*

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