



Foreclosure Prevention Services Coordinator – Rochester, Albany and Long Island

Empire Justice Center, a highly respected, statewide legal services organization, is seeking (3) Foreclosure Prevention Services Coordinators to join our team. This is an opportunity to join one of the most effective organizations serving low-income individuals and families in New York State.

Empire Justice Center attracts and employs dedicated, determined, and passionate advocates who, together, make a significant impact on the lives of low-income New Yorkers. We achieve our successes through direct legal representation and high-impact litigation, legislative and administrative advocacy, and by providing training and technical assistance to other advocates who are working towards the same goals.

With offices in Rochester, Albany, Westchester County, and Long Island, our organization offers staff an exciting and dynamic working environment and a strong commitment to teamwork, diversity, and personal/professional development. Our current openings are for (1) Foreclosure Prevention Services Coordinator each to work in our offices located in Rochester, Albany and Long Island.

Position Description

The full-time Foreclosure Prevention Services Coordinator will work under the foreclosure prevention services program. The Regional Coordinator will assist with the implementation and management of Empire Justice's role as Anchor Partner under contract with the NYS Office of the Attorney General as part of their Homeowner Protection Program (HOPP). The focus of the position will be to oversee contracts and support legal services and housing counseling organizations under HOPP through networking, technical assistance and identifying training needs, and to engage in policy advocacy.

Primary responsibilities will include:

- Working as part of Empire Justice's HOPP Anchor Partner team
- Oversight of grant budgets, deliverables and activities
- Providing and coordinating technical assistance to legal services and housing counseling organizations
- Identifying training needs and assisting with delivery of trainings
- Coordinating with the local coalitions and attending regional activities for service providers
- Working with local courts, officials, communities and regional non-profits
- Strategizing and helping to formulate policy recommendations
- Assisting in data analysis and research

Candidates for this position should possess:

- Ability to meet tight deadlines, and work independently as well as part of a team
- Strong organizational skills
- Highly effective communication and networking skills
- Knowledge of legal services and housing counseling
- At least five years relevant work experience; JD desirable but not necessary

Salary and Benefits

Salary is commensurate with experience and based on the organization's salary scale. Empire Justice Center offers a generous benefit package, including health insurance, life insurance, vacation, holiday and sick time. We are an organization that supports and encourages a work/life balance.

Empire Justice Center is an Equal Opportunity/Affirmative Action employer who desires a diverse work force. People of color, women, persons with disabilities, the elderly, gay, lesbian, bisexual and transgender are welcomed and encouraged to apply.

If interested e-mail a resume, and contact information for three professional references aware of this application to **employment@empirejustice.org**. Please include office location for your application and **Foreclosure Prevention Services Coordinator, First/Last Name to the subject line** of the email. No phone calls or hard copies please.

Foreclosure Prevention Services Coordinator
employment@empirejustice.org

