HOPP Anchor Partner Housing Counseling Program Manager
ALBANY, CENTRAL ISLIP, OR ROCHESTER OFFICE

**Employment Status:** Full-Time

**FLSA Status:** Non-Exempt

**Practice Group:** Consumer, Finance, and Housing (CFH)/Homeowner Protection Program (HOPP)

I. **Organization Information**

Empire Justice Center, a diverse and highly respected, statewide legal services organization, seeks a HOPP Anchor Partner Housing Counseling Program Manager. This is an opportunity to join and grow in one of the most influential organizations serving marginalized low-income individuals and families in New York State.

Empire Justice Center attracts and employs a diverse team of dedicated, determined, and passionate advocates who significantly impact the lives of low-income New Yorkers. We succeed through direct legal representation high-impact litigation, and legislative and administrative advocacy. Additionally, the organization provides top-notch training and technical assistance to other advocates to ensure fairness and justice for New Yorkers. The organization thrives on our commitment to supporting justice for populations historically and currently experiencing high levels of oppression. These populations include racially diverse individuals and families experiencing poverty, housing insecurity, immigration issues, and domestic violence. Additionally, the organization advocates for people with disabilities, members of the LGBTQ community, and school-age children facing discrimination and violations of their civil rights in schools.

With offices in Rochester, Albany, Westchester County, and Long Island, our organization offers staff an exciting and dynamic inclusive working environment with a strong commitment to work/life balance, teamwork, diversity, wellness, and personal/professional development.
II. Position Summary

Empire Justice Center is pleased to announce an opening for a Housing Counseling Program Manager. The Housing Counseling Program Manager will manage HOPP housing counseling grantees’ contracts, budgets, and deliverables and support housing counseling grantees under HOPP through building and fostering relationships, grant management, identifying and delivering training and technical assistance, and engaging in organizational policy analysis.

III. Essential Duties and Responsibilities

- Work on policy analysis and legislative initiatives.
- Represent the needs of the housing counseling community.
- Coordinate and facilitate monthly statewide regional calls for housing counselors.
- Assist in RFP process, including review of applications, scoring, and other needed tasks.
- Work with the anchor partner team and grantees to identify systemic issues relating to homeownership.
- Provide technical assistance regarding invoicing and all grant administration to housing counseling grantees.
- Work with the training manager and director of training to schedule and coordinate necessary tech or IT for training.
- Build and maintain relationships with state and national experts in housing, housing counseling, and foreclosure prevention.
- Identify issues and trends, strategize, and develop legislation and policy recommendations related to homeownership.
- Build and foster relationships with housing counseling grantees, and facilitate and participate in statewide and regional regular meetings.
- Work with grantees, officials, communities, regional non-profits, and others to identify and address systemic issues relating to homeownership.
- Identify the needs and the appropriate trainers, coordinate delivery and tracking of training for housing counseling grantees, and coordinate with advocates in NYC to provide statewide training.
- Review housing counseling grantee budgets and scopes of services including analysis and recommendation for approval to program lead, assist grantees with deliverable deficiencies in the creation of action plans.
- Review periodic reports from housing counseling grantees, identify trends, communicate necessary information to grantees regarding discrepancies in financial reports, and provide analysis of reports to the program lead.
- Provide and coordinate technical assistance to housing counseling grantees, remain current on relevant state and federal housing policy, lender and servicer programs and requirements, etc., and communicate relevant information to housing counseling grantees.
- Other duties and responsibilities as assigned by your supervisor and/or to meet the organization’s needs.

**IV. Minimum Qualifications (Knowledge, Skills, and Abilities)**
- Report Writing
- Microsoft Office
- Leadership Skills
- Client Experience
- Document Drafting
- Organizational Skills
- Administrative Skills
- Communication Skills
- Problem Management
- Management Experience
- Appointment Scheduling
- Ability to Work on a Team
- 3–10 years of professional experience as a housing counselor

**Preferred Qualifications**
- HUD Housing Counseling Certification

**V. Salary**

The salary is dependent on years of experience and based on the organizational pay scale. The beginning salary for this position, with 3 years of experience, is $39,520, and the salary for this position, with 10 years of experience, is $46,800.

The beginning salary for this position in the Long Island region includes a geographic differential. With 3 years of experience, is $45,520, and the salary for this position, with 15 years of experience, is $60,080.
VI. Benefits

We are an organization that supports and encourages a work/life balance. Empire Justice Center offers a generous benefit package including:

- Health insurance (employer pays 100% premium for a high quality, co-pay insurance plan).
- 403(b) eligibility with 1% employer match and additional employer contribution.
- 3% Non-Elective Annual Contribution made by Empire Justice Center.
  - Benefit eligible after 12 months of employment.
- Generous vacation, sick, personal, and holiday time
  - 14 Paid Holidays
  - Vacation PTO: 10.5 Hours/Month; Sick PTO: 7 Hours/Month; Personal PTO: 5 Days/Year
- Bilingual salary enhancement for qualifying employees.
- Loan Repayment Assistance Program.
- Voluntary Supplemental Disability.
- Dental Insurance (employee paid).
- Vision Insurance (employee paid).
- $150K Group Term Life Insurance.
- Generous Bereavement Leave.
- 35-hour full-time work week.
- NYS Short-Term Disability.
- FSA Eligibility.

Empire Justice Center is an Equal Opportunity/Affirmative Action employer and strongly desires a diverse and inclusive workforce. Empire Justice Center provides equal employment opportunities to all employees and applicants. It prohibits discrimination and harassment of any type, specifically - race, color, religion, age (40 or older), sex (including pregnancy and gender identity), national origin, disability status, genetics, neurodiversity, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

TO APPLY: Applications will be accepted until the position is filled. If interested, e-mail a resume, writing sample and contact information for three professional references aware of this application to employment@empirejustice.org. Please include “HOPP Anchor Partner Manager, First/Last Name” in the subject line of the email. No phone calls or hard copies, please.

If reasonable accommodations are needed, please contact Mercedeece Love, Human Resources and Compliance Coordinator at mlove@empirejustice.org. Empire Justice Center is committed to the full inclusion of all qualified individuals. As part of this commitment, Empire Justice Center ensures that persons with disabilities and/or communication barriers are provided with reasonable accommodations.