



CARECEN

LATINO RESOURCE AND JUSTICE CENTER

Strengthening the Latino Community in the Washington, D.C. Area

Job Announcement

Job Title: Bilingual Housing Counselor

CARECEN was established in 1981 to protect the rights of refugees fleeing conflict in Central America and provide direct legal services to ease their transition. Over time the organization has evolved and grown with the population into broader areas of community service and economic development, establishing itself as a strong advocate on critical policy issues related to immigration, housing, and civil rights. CARECEN's programs are available to low- and moderate-income Latinos in the Washington Metropolitan area. CARECEN serves individuals through direct legal, housing, and citizenship services, and engages in broader community outreach and education.

The Bilingual Housing Counselor works under the supervision of the Housing Director to develop and implement the goals of the housing program. The Counselor provides counseling and education to the Latino community in the DC metropolitan area, coordinates activities and participates in coalitions with other housing organizations. They also assist the Housing Director in preparing all administrative reports for program grants and contracts, and provides assistance with the development plan for the department. The staff member will also assist in preparing monthly, quarterly and yearly reports for the Board of Directors, newsletters and annual reports.

Position Overview

- Work with immigrant community members to assess their housing options and create an action plan to resolve any housing issues
- Provide timely follow-up with participants and appropriate referrals, and maintain diligent meeting notes.
- Organize, coordinate and conduct financial literacy, home maintenance, foreclosure intervention and tenants' rights workshops throughout the year in partnership with other organizations, schools and community groups in the DC metro area.
- Participate in external meetings, forums, weekend community fairs as needed and/or requested to promote CARECEN's housing program in the community.
- Accurate and complete data entry in appropriate database as well as management of both electronic and paper files.
- Recruit, train, and manage volunteers, interns, and pro bono support to ensure that program capacity meets demand.

Other duties that pertain to CARECEN's work may be assigned by the supervisor.

Qualifications:

- Fluent in both English and Spanish
- Ability to work under a deadline and manage multiple projects.
- Solid advocacy and problem-solving skills.
- Minimum 1 – 3 years of experience in housing and credit counseling preferred

- Current housing counseling certification preferred.
- Strong organizational skills.
- Detail oriented with focus on accurate data tracking and impact.
- Dedication to working with low-income and immigrant communities
- Computer skills (Microsoft Office Suite, etc.) and ability to quickly learn new programs required.
- Solid budgeting and math skills.
- Must be able to work in a collaborative manner and with diverse groups, including government agencies, foundations, English and Hispanic media, as well as other advocacy and community organizations.
- Commitment to public service and the mission of CARECEN is required.
- Bachelor's degree in related field

Salary / Benefits

Salary commensurate with experience and qualifications. Competitive benefits package includes employer-paid medical and basic life insurance, generous vacation, holidays, and sick-leave. You will be joining a team of committed and dedicated individuals who work tirelessly to ensure the advancement of the Latino community in our region.

To apply

Applicants with personal ties to the low-income immigrant communities in the metropolitan Washington, DC area are encouraged to apply. Those interested should send a resume and cover letter to Anabell Martinez via e-mail at housingjobs@carecencdc.org with the subject line "Bilingual Housing Counselor." No phone calls, please. Applications received by April 20, 2018 will be given priority but the position will remain open until filled.