



731 James Street | Suite 200 | Syracuse, NY 13203 | [www.cnyfairhousing.org](http://www.cnyfairhousing.org) | Phone (315) 471-0420

**Job Announcement:  
Program Coordinator - Housing Mobility**

**CNY Fair Housing** is a non-profit organization dedicated to eliminating housing discrimination, promoting open and diverse communities, and ensuring equitable access to housing opportunity for all people in Central and Upstate New York. At CNY Fair Housing, you will have an opportunity to work with and learn from a team of dedicated civil rights and housing professionals.

**Position Description:** The Housing Mobility Program Coordinator is responsible for the continued development and implementation of the Making Moves Housing Choice Voucher (HCV) Mobility program. The Making Moves program provides counseling and financial incentives to tenants and landlords to allow voucher holders to expand their housing options to neighborhoods in "well-resourced areas," in order to expand access to economic mobility, high-performing schools, job opportunities and other positive long-term outcomes.

**Salary and Benefits:** This is a full-time, grant-funded position with salary range of \$55,000 - \$57,000. Benefits package includes health and dental insurance, 403(b) with matching after one year, and generous family leave.

**Responsibilities:** The responsibilities of the Housing Mobility Program Coordinator include:

- Develop, implement, and monitor policies and procedures for a HCV Mobility Counseling program including participant and landlord outreach plan, participant screening and enrollment procedures, marketing plan, and materials for both landlords and participants in the program
- Establish and maintain collaborative relationships with community resources including housing authority personnel, landlords, non-profit organizations, and HCV participants
- Manage the development and administration of a data system and reporting on all aspects of program activities
- Collaborate on the creation, coordination, and facilitation of training workshops and outreach events
- Maintain in-depth knowledge of grants and subsidies available from federal, state, and local entities
- Other duties as assigned

**Qualifications:**

- Bachelor's Degree and minimum 2 years of experience managing programs, preferably in case management setting
- Experience in housing counseling and/or knowledge of housing programs
- Excellent verbal and written communication skills
- Strong analytical skills; ability to monitor program outcomes and adjust activities to achieve goals
- Ability to work independently and complete work in timely manner
- Valid driver's license and access to a vehicle required
- Bilingual English/Spanish a plus

If you believe you meet the qualifications and are interested, please send resume and cover letter to [hire@cnyfairhousing.org](mailto:hire@cnyfairhousing.org). Position open until filled.

*CNY Fair Housing is an equal opportunity employer. CNY Fair Housing values diversity and inclusion in the workplace because it enhances the work we do, reflects the communities we serve, and embodies the values we further and defend. Candidates of all backgrounds are welcome.*