Housing Coordinator (Bilingual Chinese/English)

For over forty years, the Chinese American Service League has been the largest, most comprehensive nonprofit social service agency in the Midwest dedicated to the physical, economic, and emotional health of Asian Americans—as well as people of all races, ethnicities, religions, lifestyles, and needs in the greater Chicago area.

Our comprehensive programs provide an educational and cultural foundation for children, ensure seniors live full and independent lives with dignity, enhance education and training for tomorrow’s workforce, strengthen families while honoring cultural heritage, secure our community’s housing and financial well-being, and achieve positive social systemic change through advocacy.

Our multilingual, multicultural employees know the challenges of the immigrant experience and strive to have a positive impact for over 10,000 people we serve annually. Supported by CASL, our immigrant community members live prosperous and empowered lives integrating the best of all cultures.

Position Summary
The Housing Coordinator reports to the Employment & Financial Empowerment Department Manager and coordinates housing and financial literacy programs and related services. (S)he supervises staff, provides counseling, maintains case notes and client records, outreaches to and educates community groups, conducts workshops/seminars on housing or financial topics. (S)he also takes essential trainings to run programs, plan and maintain program budget, and work on program proposals.

Duties and Responsibilities
(S)he develops, implements and/or supervises programs and services related to housing and financial literacy. Responsible to hire, supervise, train and coordinate work of Housing Counselors, Housing Counselor Assistants, Housing Program Assistants and Title V participant (if any). (S)he plans and maintains assigned budget, including related program costs and works with manager on program proposals.

Minimum Requirements
Bachelor’s degree from an accredited college or university with major in related field preferred and with two years’ experience in housing/financial counseling required. Supervisor and/or management experience preferred and must have experience in doing workshops or presentations. (S)he must have pass HUD Certification exam within one year of hiring if not already done so, and willing to travel to attend training or conferences that may be out-of-state. Verbal and written communications skills in English and Chinese (Cantonese and Mandarin). With human relations and counseling, as well as organizational and supervisory skills.

HOW TO APPLY
In order to be considered for this position, you MUST apply on ADP at the below link:
https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=a8a03f02-5a45-4f1a-9a9c-b004a54c41f2&ccid=19000101_000001&type=JS&lang=en_US

Please highlight the above link and paste in your browser to send your resume and cover letter. The link will send you to our ADP screening site where your application will be reviewed for further consideration.

EEO