

# Enrollment Specialist - Soundview

Homes for the Homeless

Bronx, NY 10473

Other

Full-time

Onsite

\$40,000 - \$40,000 a year

Posted on December 19, 2025

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## Organization Statement

Homes for the Homeless operates shelters for families experiencing homelessness in NYC. Our family residences are more than just a place to sleep. Families can make the most of their stay through accessing an array of onsite programs. Many of these programs are also available to people living in the local community. Our goal is to have a positive impact so families can thrive long after they leave our shelters.

## Job Description

We are excited to invite a passionate and experienced **Enrollment Specialist** to join our team! Homes for the Homeless (HFH) is searching for an experienced Enrollment Specialist for our Families w/ Children facility located in the Soundview area of the Bronx. As the Enrollment Specialist, you will play a pivotal role in our organization, supporting our Early Learning program. The Enrollment Specialist will provide a crucial service in helping our clients and community families get access to 3K and Pre-K for their children. Join us and be a part of an organization that values your contribution and cares deeply for the community we serve.

## Responsibilities

- Manage the eligibility status of children in DOE 3K and Pre-K programs.
- Assist parents with the application and recertification process.
- Maintain accurate daily attendance records and associated reporting documents.
- Plan and execute in-house outreach events.
- Able to attend community meetings/events for outreach purposes.

- Able to work a flexible schedule when needed.
- Provide some assistance to teachers when needed.

## Qualifications

- High School Diploma- Associate's degree preferred.
- Familiar with HRA, ACS, and DOE systems.
- Strong written and oral communication skills.
- Comfortable with public speaking.
- Proficiency in maintaining necessary records/paperwork.
- Sensitivity and awareness while working with homeless and vulnerable populations.
- Bi-lingual preferred.
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Associate's Degree

## Application Instructions

Thank you for your interest in Homes for the Homeless! We kindly ask that you submit an application using an external link to our Career Center:

[Enrollment Specialist Soundview - HFH Application](#)