

Enrollment Specialist - Soundview, Bronx

Homes for the Homeless

Bronx, NY 10473

Other

Full-time

Onsite

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

Posted on April 24, 2026

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:** Highschool Graduate or GED

Application Instructions

Thank you for your interest in Homes for the Homeless! Please submit an application in our Career Center, so you may be directly connected to the hiring manager for this role. Here is the link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=07299349-a3c4-4907-95a8-134329e452f8&cclid=19000101_000001&jobId=538735&lang=en_US

Additional Information

COMPENSATION/EEO:

In order to attract and retain a high-performance workforce, Homes for the Homeless offers a dynamic and rewarding work environment, with a focus on ensuring an appropriate work-life balance. In addition to a competitive salary, full-time permanent employees are eligible for excellent benefits including comprehensive health insurance (including medical, dental, and vision), an employer-funded 403(b) retirement plan, commuter benefits, life insurance, Work/Life Assistance Program, 3 weeks paid vacation, 10 sick days, 3 personal days and 12 paid holidays.

Homes for the Homeless is committed to promoting an inclusive organizational environment of dignity and respect. We are an Equal Opportunity Employer (EEO) committed to equal treatment, and prohibit any form of discrimination or harassment based on age, race, religion,

creed, color, national origin, sexual orientation, veteran or military status, sex (including pregnancy, childbirth, and related medical conditions), gender (including gender identity and gender expression), disability, predisposing genetic characteristics, marital status, arrest or conviction, domestic violence victim status, familial status, or any other basis that would be in violation of any applicable federal, state, or local law.

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