



**CENTRAL JERSEY
HOUSING RESOURCE CENTER (CJHRC)**



CJHRC is a non-profit located in Somerville NJ

WE ARE NOW HIRING A

HRC/Fee for Services Assistant/Housing Counselor

Central Jersey Housing Resource Center (CJHRC) is seeking a full time (9 am to 5pm) Monday through Friday Housing Resource Center/Fee for Service Assistant. Starting hourly rate is \$17.00 per hour. Central Jersey Housing Resource Center is an equal opportunity employer and offers medical and Simple IRA benefits after 90 days.

Our housing non-profit has been serving the residents and employees of Somerset and Hunterdon County for over 30 years. Due to COVID-19, we cannot meet clients face-to-face and our office is closed to the public. However, we help people all the time and our Board of Trustees and staff care deeply about our clients and our community. We are here working behind closed doors in order to assist our existing clients and to help other individuals/families who have never contacted us before.

Main Responsibilities:

Answer, return and distribute calls


Data Entry, Scanning, Copying

Participate in training and Become a Housing Counselor within 12 months

General Office Support

Qualifications Needed

- Seeking an organized, effective communicator with good computer skills
- Must have prior office experience
- Bilingual preferred (state on resume what language other than English you are fluent in)

Apply by submitting your resume by email to  susies.cjhrc@gmail.com
and in subject write "applying for open job position"

www.cjhrc.org