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## **POSITION OVERVIEW**

The Homeownership Education & Resource Coordinator will focus on educating and gathering resources for homebuyers during all phases of their home buying journey. This position will also work one on one with applicants not yet ready for our program; to help them overcome their obstacles and prepare for homeownership.

## **ESSENTIAL FUNCTIONS<sup>1</sup>**

- Oversee program that educates qualified applicants in Habitat University
- Oversee program to offer HUD certified counseling to non-qualified applicants in order to prepare them for Habitat University.
- Oversee Scholarship program
- Work with Vice President of Homeownership and Mortgage Services on Education and Resource Initiatives.
- Identify emerging needs and issues that impact housing, economic independence, or community vitality; propose appropriate responses, including new programs or outreach efforts for Habitat to respond to these emerging neighborhood and household needs.
- Manage database of all incoming inquiries
- Track internal statistics
- Work with Vice President of Homeownership and Mortgage Services on complying with all state and federal laws
- Cultivate relationships with Neighborhood Organization Groups and Community Partners
- Other duties as assigned

## **KNOWLEDGE, SKILLS & ABILITIES<sup>2</sup> -**

- Flexibility of schedule, since this position requires some night and weekend hours
- Knowledgeable about and ability to comply with federal, state, and Habitat laws and guidelines regarding mortgages
- Excellent verbal, analytical and written communication
- Demonstrated customer service skills
- Detail and deadline oriented
- Ability to perform multiple tasks simultaneously
- Proficiency of Microsoft Suite Products

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<sup>1</sup> This is a listing of all the primary duties that the employee will perform regularly; therefore this list is not all inclusive and other duties can and will be assigned by the supervisor.

<sup>2</sup> Including but not limited to the following. These are necessary abilities to perform the primary responsibilities listed above.

**Homeownership Education & Resource Coordinator**  
**Homeownership**  
**Reports to Homeownership Director**  
**FLSA Status: Exempt**  
**Full-Time**

**2024**  
**Job**  
**Description**

- Ability to lift up to 50lbs.
- Maturity and good judgment in relation to working with homebuyers, volunteers, and other constituents.
- • Demonstrated ability to solve problems and think strategically.
- • Ability to perform multiple tasks simultaneously
- • Ability to work independently as well as in a team structure
- • Ability to work under pressure and meet deadlines

**EDUCATION, EXPERIENCE, & CREDENTIALS**

Mortgage experience required.  
College degree required.  
HUD Certification a plus  
Database Management a plus

**PHYSICAL REQUIREMENT TO PERFORM THIS JOB <sup>3</sup>**

- Utilize the telephone, computer and communicate with others

Employee Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Supervisor Signature:\_\_\_\_\_

Date:\_\_\_\_\_

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<sup>3</sup> These are abilities the employee would need in order to perform the essential functions of the job with or without reasonable accommodations.