



NeighborWorks® Northeastern Pennsylvania HomeOwnership Specialist

POSITION SUMMARY

The HomeOwnership Specialist provides financial and homeownership coaching and education services to NeighborWorks Northeastern Pennsylvania clients. This full-time position will provide services including: financial education & coaching, homebuyer education, pre-purchase coaching, debt & delinquency coaching, and housing stability coaching for older adult clients.

PRIMARY RESPONSIBILITIES

Pre-Purchase Coaching & Homebuyer Education:

- Provide individual pre-purchase coaching sessions to persons interested in pursuing homeownership
- Gain and retain a thorough working knowledge of regional homebuyer and closing cost assistance programs being offered by federal, state, and private lending partners.
- In accordance with the National Industry Standards for HomeOwnership Counseling, assist homebuyer clients with intake, coaching, the creation of a spending, credit, and savings plan, and the financing / home purchase process.
- Plan and coordinate regular homebuyer education workshops for prospective buyers.
- Assist with outreach for new clients and client referral relationships by organizing and/or attending meetings, presentations, workshops, etc. to promote housing programs to residents, partners, and funding agencies.

Financial Education & Coaching:

- Plan & coordinate group Financial Education workshops/sessions for regional employers, partners, and resident groups.
- Provide individual coaching to clients seeking to improve their financial knowledge and situation.

Housing Stability / Debt & Delinquency Coaching:

- Work with existing homeowners to address debt and mortgage delinquency issues.
- Provide budgeting and housing stability counseling to elderly homeowners with an emphasis on Aging in Place.
- Plan & coordinate housing stability workshops/sessions for target populations.

Other Key Functions:

- Create & manage client files on a regular basis.
- Understand and comply with any/all grant funding contracts and agreements related to position.
- Assist with monthly, quarterly, and annual reporting requirements for grant and fee-for-service contracts.
- Assist with outreach and partnership development; represent NWNPA at events, meetings, housing fairs, and other relevant gatherings.

JOB REQUIREMENTS / SKILLS

- Has energy & enthusiasm for mission of community development and personal empowerment.
- Has the proven ability to facilitate and lead effective group education sessions and to deliver high- energy presentations.
- Possesses a strong understanding of home purchase process, credit reporting, and personal budgeting.
- Has excellent social skills with an ability to quickly build rapport with residents, clients, partners and the general public.
- Demonstrates good writing, speaking, and listening skills. Has the ability to work effectively and respectfully with all types of people is a must.
- Possesses strong working knowledge of MS Office programs. Additionally, previous experience with a client management system (CMS) / database is preferred.
- Is team-oriented and has the ability to think strategically with other staff and board leadership.
- Must be detail-oriented and comfortable managing multiple deadlines and priorities in a shifting environment. Able to complete other office duties as assigned.
- Occasional travel and ability to work some nights/weekends as needed.
- A valid driver's license is required.

EDUCATION & EXPERIENCE

- Employment is contingent on the candidate successfully passing the Housing and Urban Development (HUD) Housing Counselor Certification Exam
- Possesses or has the ability to obtain the necessary certifications in housing counseling / financial coaching from the U.S. Department of Housing & Urban Development, The Pennsylvania Housing Finance Agency, and other key partners. (NWNEPA will cover costs associated with obtaining necessary certifications).
- A Bachelor's Degree or experience/education equivalent preferred.
- Preferred candidates will have previous housing/financial counseling experience or knowledge/experience in banking, legal, personal money management, or real estate.

OTHER DETAILS

Cover Letter & Resume:

All qualified candidates who are interested in this opportunity, **please send a relevant cover letter & resume via email to Jenna Peterson at jpeterson@nwnepa.org.**

Deadline: Cover letter and resume **must be received by 5:00pm on Friday, November 18.**

Note: Salary is commensurate with experience. NWNEPA provides a benefit package including healthcare, paid time off, 401(k), and more.

NWNEPA is an equal opportunity employer.