



HOMEOWNERSHIP COORDINATOR

ORGANIZATIONAL OVERVIEW

Homestead Community Land Trust empowers individuals, stabilizes families and strengthens neighborhoods through creating and preserving affordable homeownership opportunities for low- to moderate-income (LMI) homebuyers in King County. Homestead assists buyers in achieving their homeownership dreams, develops affordable homes, supports homeowners' ongoing success and stewards the ongoing affordability of the homes in our portfolio. When people have the opportunity to gain stability and create wealth safely through truly affordable homeownership, neighborhoods gain strength and resilience, and our community moves together towards social justice, economic vitality and environmental sustainability.

Homestead's origins in the activist community are reflected today in a joint staff-Board initiative to deepen the expression of racial and social equity in all aspects of our work. Building on strengths in democratic governance and decision-making and a core mission to redress housing inequity, Homestead seeks team members who value inclusion, and are committed to addressing racism, sexism and other forms of oppression in our work and community.

POSITION DESCRIPTION

The Homeownership Coordinator is responsible for increasing Homestead's effectiveness in creating homeownership opportunities for low- to moderate-income people, engaging volunteers, supporting prospective and current homeowners, and supporting current homeowners in successful ownership and maintenance of their homes. This position reports to the Homeownership Manager. This position is ideal for a candidate with prior experience working in mortgage banking, real estate brokerage, or housing counseling.

DUTIES, RESPONSIBILITIES AND AUTHORITY

Applicant Counseling, Purchase Support and Referral (40%)

- Provide intake and pre-purchase support for applicants
- Qualify applicants based on income and asset profiles using funder-approved methods
- Provide housing counseling to applicants
- Provide referral and resources to applicants in need of credit repair, budgeting and saving for homeownership
- Support applicant in working with mortgage lenders
- Package loans for funder review
- Manage home purchase process and closings:
 - Prepare Homestead documents
 - Coordinate closing with buyer, seller, escrow and lenders
 - Conduct pre-purchase housing counseling
 - Conduct pre-closing meetings with buyers to review documents and processes

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- Attend closing, review documents/HUD for accuracy and collect all necessary copies of documents
- Collaborate with homeownership agencies and partners on joint efforts to educate prospective buyers
- Identify buyer education and training needs that will support homeowners in success

Outreach and Education (40%)

Increase homebuyer applicant pool and support applicants in success at becoming homeowners:

- Implement Affirmative Fair Housing Marketing standards and processes
- Conduct outreach including in-person meetings and events to diverse agencies and constituencies to build a diverse applicant pool, effectively reaching underserved communities
- Coordinate educational workshops and the Homebuyer Club for prospective homebuyers to address barriers to homeownership
- Post homes for sale on website, social media and preparing marketing materials
- Coordinate and attend open houses and events related to home sales
- Maintain active communication with homebuyer waiting list

Recordkeeping: (10%)

- Conduct file review using checklist during funder application and closing process
- Enter and maintain complete information about insurance in homeowner records
- Complete certification of occupancy annually
- Monitor and review records for unauthorized liens
- Close out files in Homekeeper CRM after closing for Homeownership Manager review
- Manage subsidy allocations in Homekeeper CRM
- Write homeowner profiles at the time of initial purchase for marketing purposes. Coordinate photography of homeowners.

Homeowner Stewardship: (10%)

- Develop and support post-purchase homeowner outreach and education activities including maintenance workshops
- Support and manage planning of the Annual membership meeting and Annual picnic
- Coordinate volunteer involvement in homeownership related events in partnership with the Director of Real Estate Development and the Homeownership Manager

QUALIFICATIONS

- Bachelor's degree or equivalent experience
- Excellent written and spoken English proficiency
- Proven ability to develop and maintain cooperative relationships with individuals from diverse backgrounds, including board members, public sector staff and officials, representatives of other nonprofit organizations, vendors, and people from low-income households

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A successful candidate will demonstrate the following:

- Outstanding interpersonal and communication skills
- Positive, resilient attitude with a strong willingness to give and receive constructive feedback
- Highly organized, effective manager of own and others' work
- Proficiency in Salesforce, Microsoft Office, aptitude with learning new software or applications
- Ability to work independently and in a collaborative team environment across multiple programs and departments
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, professionalism, and dedication to the mission of Homestead

Additional Skills and Qualifications Desired

The successful candidate may have one or more of these qualifications:

- Second Language Proficiency
- Real Estate brokers license
- Notary Public
- Mortgage loan processing experience
- Marketing communications, social media experience
- HUD-certified Housing Counselor

This position reports to the Homeownership Manager.

SALARY AND BENEFITS

Full time, Exempt position

\$22 to \$25/hr DOE, health insurance, paid sick leave and vacation, professional development, ORCA card, 403b savings plan.

EMPLOYMENT POLICY

As an equal opportunity employer, Homestead Community Land Trust does not discriminate on the basis of age, race, creed, gender, marital status, veteran's status, national origin, disability or sexual orientation.

APPLICATION REQUIREMENTS

To apply for the position please provide to jobs@homesteadclt.org:

- Current resume or curriculum vitae
- Three professional references
- Cover letter that includes a detailed description of applicant's skills and experience to carry out the responsibilities described above and a statement of why this organization's mission fits your career path
- Complete and submit [Homestead Diversity Questionnaire](#)

HIRING PROCESS

Homestead will accept applications until there is a sufficient pool of qualified applicants.