

Family Outreach Coordinator

SUMMARY OF POSITION: Serve as the chief liaison with Habitat's potential partner families through our Partnership to Homeownership classes and our homeownership partner program as well as with applicants to our robust critical home repair program. Review all applications for completeness and serve as our QLO (meaning the person who explains the Habitat partner program parameters as well as USDA loan and closing process to applicants. We do not currently originate our own loans.) Convey assessments needed to our critical repair coordinator and do quarterly reporting.

ABOUT US: Habitat for Humanity-Powhatan is a locally run affiliate of Habitat for Humanity International, a nonprofit housing organization. Habitat for Humanity brings people together to build homes, communities and hope. Our vision is a world where everyone has a decent place to live. Habitat for Humanity is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, basis of disability or any other federal, state or local protected class. Women, minorities and protected individuals such as those covered by Section 3 are encouraged to apply.

PRIMARY RESPONSIBILITIES:

- Work with executive director to achieve goals for fiscal year with critical home repair program and home partnership program, based on already approved FY24 budget and established calendar of outreach to families
- Have, renew or obtain QLO/take online course
- Speak at Pathways to Homeownership classes (2x a year)
- Keep in touch with potential applicants through homeownership application and selection process
- Work with critical repair applicants on their applications to our program and, if necessary, to rural USDA 504 program and referrals to other available programs
- Explore Habitat's Housing Plus model and what it would take for our affiliate to execute
- Convey those approved applicants to our critical repair coordinator
- Quarterly reporting for Critical Repair program
- Ambassador for homeownership and critical repair programs
- Work on developing other workshops with ED and Community Outreach Manager on financial well-being (ex. expanding our rural housing workshop)

Required Qualifications: Familiarity with USDA Rural 502/504 lending programs Previous work in a residential mortgage lending arena Plus on having financial counseling experience

Salary: 60 hours a month at \$20 an hour

Benefits: Flexible part-time work schedule

How to Apply: Please send cover letter and resume to executivedirector@habitatpowhatan.org. No calls please.