



# Homeownership Program Coordinator

**Proud Ground is seeking a full-time (40 hours/week) Homeownership Program Coordinator.**

Proud Ground is looking for an energetic individual with passion and persistence, committed to serving low and moderate-income households seeking the dream and stability of homeownership. Great interpersonal skills required; a sense of humor and flexibility a must; additionally candidates must be self-motivated, very well-organized, and detail-oriented. Experience in the real estate or affordable housing industry preferred.

## Duties

The Homeownership Program Coordinator will work closely with the Homeownership Program Director and will be responsible for coordinating supportive homebuyer and homeowner services throughout the purchase and sale process. The coordinator will work with additional staff to support homeowner, homebuyer, and maintain all homebuyer information in the organizational database. Additionally, the Coordinator will be responsible for organizational communications, general administrative support, and office management.

**The responsibilities of the Homeownership Program Coordinator fall into three main areas.**

### **1. Supporting the homeownership education & counseling program (50% of time).**

- Maintain up-to-date status of homes for sale in Proud Ground's database & on the website.
- Complete post-closing data entry and complete transaction and homebuyer files (both paper and electronically).
- Assist Homeownership Program Director & Outreach Coordinator in homebuyer applicant outreach and communication, including scheduling, data entry, mailings, and inquires.
- Maintain homes for sale marketing including web, print and signage.
- Assist Program Director & Homebuyer Coordinator in coordinating activities of active homebuyers and sellers, including filing, data entry and scheduling appointments.
- Manage registration, materials, translation & interpretation services and follow-up for Homeownership Information Sessions (free, hour-long classes that familiarize home buyers with buying a home through Proud Ground).
- Conduct Homeownership Information Sessions as needed (estimated 1x/month).
- Maintain relevant outreach and Information Session data within Proud Ground's database.
- Prepare other materials as necessary to support outreach events.
- Represent Proud Ground at community events including housing fairs; neighborhood fairs, summer concerts, other tabling/information events.

### **2. Supporting organizational communications and resource development (30% of time).**

- Coordinates marketing of new home buying opportunities thru email, snail mail and online.
- Supports the creation and distribution of all web-based communications, including but not limited to management of the website, social media, digital newsletters, and all homeowner and homebuyer communications.

- Updates, maintains, and continuously improves Salesforce database by entering new data, updating reports, and processing donations.
- Serves as the first-point-of-contact for the organization with homebuyers, community organizations, and general public inquires.
- Supports Proud Ground events for homeowners, community members, and donors.
- Assists Proud Ground special events geared towards both homeowners and donors.

**Supporting office management and administration support (20% of time).**

- Responsible for office administrative duties including but not limited to staffing the reception desk, coordinating mailings, light photocopying, and filing.
- Ensure provision of adequate office supplies—inventory, ordering supplies.
- Coordinate photocopying, collation and mailing of information to: homebuyers (marketing), membership (including renewals), and Board of Directors (meeting packets).
- Handle the mail: receive mail, deliver to specific staff.
- Fax and copier: trouble-shooting, keeping stocked with paper, emptying fax, faxing items.
- Filing: vendor files, bank files, homeowner files.
- Supports senior staff with administrative duties.

**Requirements**

- Two+ years of experience in program coordination, office management, non-profit/government, or equivalent industry experience.
- Reliable automobile transportation with valid driver’s license and insurance.
- Community College Associates degree or equivalent.
- Proficient with Microsoft Office and Salesforce or similar database.
- Strong analytical and organizational skills, with an attention to detail.
- Flexibility to work evenings and weekends as needed.
- Use independent judgment and ability to manage multiple assignments at once.
- Strong people skills and customer service oriented.

**Preferred**

- Experience in real estate development of affordable housing is preferred.
- Understand the forms, terminology and underwriting guidelines relevant to the housing, homeownership programs and/or mortgage, including analyzing mortgage applications, collecting and satisfying loan underwriter conditions or direct contact with homebuyers.
- Proficient in Wordpress and Vertical Response or similar email marketing tool.
- Direct experience working with/in diverse communities, in particular communities of color.
- Fluency in a second language a plus.

**Reports to: Homeownership Program Director**

**Hours: 40 hours per week; non-exempt**

**Salary: \$20.19 - \$21.63/hour depending on qualifications and experience.**

**Benefits: Pro-rata medical & dental coverage; retirement plan with up to 3% match.**

## **Submissions**

**Electronic submissions only, please. Send cover letter (2 pages max), resume (2 pages max) and three references, as PDF or MS Word or text document to: [hire@proudground.org](mailto:hire@proudground.org).**

**Applications are due by Friday, December 15th, but screening of qualified applicants will happen immediately, so interested applicants are encouraged to apply as early as possible.**

## **About Proud Ground**

Proud Ground was incorporated in 1999 to help low and moderate-income households buy homes at prices they can afford, and keep those homes affordable in perpetuity. Since then, Proud Ground has helped 350 families realize the dream and stability of homeownership throughout the Counties of Multnomah, Clackamas, Clark, Washington, and Lincoln. Proud Ground is the largest organization using the permanently affordable homeownership model in the Northwest. To learn more about Proud Ground, visit [www.proudground.org](http://www.proudground.org).

The Proud Ground team is comprised of 6.25 FTE and an organizational budget of about \$700,000. The office atmosphere is informal and collegial. Proud Ground strives for a collaborative work environment and staff members often contribute ideas to other program areas as needed to achieve organizational goals. Dress is business casual, though certain meetings and events may require a more formal dress.

Proud Ground is an equal opportunity employer committed to strengthening our workplace through diversity. Pursuant to federal, state and local law and our personnel policies, we do not discriminate based on race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity or source of income.