



Homeownership Program Coordinator

Proud Ground is seeking a full-time (40 hours/week) Homeownership Program Coordinator to further Proud Ground's mission of creating permanently affordable homeownership opportunities for moderate income first-time homebuyers. The ideal candidate will have both interpersonal skills and a love for data. Additionally, candidates should be self-motivated, well-organized, and detail-oriented. Some evening and weekend hours are necessary.

Duties

The Homeownership Program Coordinator will be responsible for supporting the Homeownership Program. Duties will range from administrative, including data entry and reporting, to interactive, including community engagement and group presentations.

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

1. Homeownership Education & Counseling Program (70% of time).

- Enter all program related data entry in a timely manner.
- Act as first point of contact for all homebuyers/homeowners and respond to inquiries in a timely manner.
- Ensure transaction and homebuyer files (both paper and electronically) are complete.
- Assist Program staff in coordinating activities of active homebuyers and sellers, including filing, data entry, scheduling appointments, collection of materials to ensure on time closings and document preparation.
- Produce reports from Homekeeper (Salesforce based database system) for all homeownership program outputs.
- Analyze and interpret data and create reports to demonstrate impact.
- Goal of becoming HUD approved housing counselor within 1st year of employment to be able to assist with home buyer education and counseling.

2. Community Outreach & Education Program (30% of time).

- Conduct Information Sessions as needed (free, hour-long classes that familiarize home buyers with buying a home through Proud Ground).
- Manage registration, materials, interpretation services and follow-up for Information Sessions.
- Represent Proud Ground at community events including housing fairs; neighborhood fairs, summer concerts, other tabling/information events.
- Prepare materials for Proud Ground tabling events;
- Other duties as assigned by the Homeownership Program Director.

Qualifications

- Two+ years of experience in program coordination, office management, non-profit/government, or equivalent industry experience.
- Direct experience working with/in diverse communities, in particular Communities of Color.

- Attention to detail, with a demonstrable competency in data management, including analyzing and interpreting data and creating reports to demonstrate impact.
- Ability to travel, work evenings, and provide own transportation in the region.
- Reliable automobile transportation with valid driver's license and insurance or demonstrate reliable transportation for region wide outreach.
- Experience may substitute for a Community College Associates degree or equivalent.
- Proficient with Microsoft Office and Salesforce or similar database.
- Use independent judgment and ability to manage multiple assignments at once.
- Strong people skills and customer service oriented.
- 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 is preferred.
- Fluency in a second language preferred.

Reports to: Homeownership Program Director

Hours: 40 hours per week; non-exempt

Salary: \$18-\$20/hour depending on qualifications and experience.

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

Submissions

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. While electronic application submissions are strongly encouraged, all applications received at Proud Ground's offices at 5288 N Interstate Ave, Portland, OR 97217 will be considered.

Proud Ground will accept applications on a rolling basis until the position has been filled.

About Proud Ground

Proud Ground was incorporated in 1999 to help households with lower incomes buy homes at prices they can afford, and keep those homes affordable in perpetuity. Since, Proud Ground has helped 365 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.

The Proud Ground team is comprised of 7.25 FTE and an organizational budget of over \$800,000. 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.