



P.O. Box 333  
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[www.stvrainhfh.org](http://www.stvrainhfh.org)

**Job Title:** Homeowner Buyer Specialist  
**Department:** Homeowner Services  
**Reports To:** Homeowner Services Manager  
**FLSA Status:** Full-time (32 hours) / Hourly/ non-exempt  
**Prepared Date:** 8/23/2022  
**Pay Rate:** \$21/Hour  
**Benefits:** Competitive benefits package

Habitat for Humanity is committed to equity, diversity and inclusion in the workplace. Please read more about our commitment and HFHSVV as an equal opportunity employer on our website: [www.stvrainhabitat.org/employment-opportunities](http://www.stvrainhabitat.org/employment-opportunities)

**Position Summary:** The Homeowner Buyer Specialist is responsible and directly accountable to the Homeowner Services Manager for the effective and efficient operation of the homeowner services department. The Homeowner Specialist is responsible developing a program to further the affordable housing opportunities for residents of the St. Vrain Valley.

**Essential Duties and Responsibilities:**

Home Buyer Education and Guidance

- Conduct one-on-one meetings with clients to gather home ownership need information and potential eligibility
- Follow up with applicants on completing their application and financial fitness
- Assist home buyers in applying for appropriate assistance
- Connect home buyers with resources; lenders, real estate agents and others
- Create home buyer education courses for on-line or in-person classes
- Target businesses and education facilities to provide home buyer support services
- Maintain the homebuyer education website of St. Vrain Habitat
- Communicate program requirements and expectations to future homeowners to meet organization and department completion timelines.
- Maintain case notes in database and dashboard after check in meetings and as communications occur to document changes. Communicate concerns with Homeowner Services team as needed.
- Monitor future homeowner income and credit to maintain program eligibility and loan readiness.
- Follow and remain current on all regulatory practices associated with homebuying through state laws, federal laws and Habitat for Humanity International policies.

Affordable Housing Promotion

- Maintain a database of affordable home options in the area
- Support the affordable housing efforts of the City of Longmont as well as local agencies
- Create education programs for lenders, real estate agents, builders and developers in the pursuit of creating more affordable housing options.

## Database

- Maintain a database of interested buyers
- Maintain a database of affordable housing certified lenders and real estate agents knowledgeable of the affordable housing options

## **Basic Position Requirements:**

- Bilingual in English and Spanish required
- Working knowledge of MS Windows/MS Office/MS Excel
- A commitment to the mission of the affiliate in accordance with the HFHI Affiliate Covenants
- Developed organizational skills
- A self-starter who can develop programs with little direct supervision
- The ability to work independently, prioritizing and managing work time accordingly
- Empathetic Communicator with the ability to positively work with clients

## **Preferred Skills and Qualifications**

- Mortgage Lending or Financial Counseling experience
- HUD Certified Housing Counselor Certificate a plus
- Bachelor's degree in social services or related field and/or equivalent experience
- Knowledge of cultural difference and ability to respond appropriately
- Networking skills

32 hours per week, schedule TBD, Flexible hours with weekend and evening meetings likely

## ***If you feel you are qualified and wish to apply for this position:***

1. Please review the affiliate covenant on our website. [www.stvrainhabitat.org/employment-opportunities](http://www.stvrainhabitat.org/employment-opportunities)
2. Submit your cover letter and resume to Joel Russell, [jrussell@stvrainhabitat.org](mailto:jrussell@stvrainhabitat.org)
3. If HFHSVV is interested, the office will contact you to discuss next steps