



Job Title: Homeowner Services Manager (Part-Time)

Organization: Blue Spruce Habitat for Humanity

Location: 2922 Evergreen Parkway, Evergreen, CO

**Job Summary:**

Blue Spruce Habitat for Humanity is seeking a part-time Homeowner Services Manager to support our mission of providing affordable housing solutions to families in need. The Homeowner Services Manager will play a crucial role in facilitating the homeowner application process, providing support to partner families, ensuring successful homeownership transitions, assisting in mortgage origination through the USDA 502 program, and serving as a liaison between the construction team and homeowners. This position is part-time and may require some evening and weekend availability.

Compensation: Hourly at \$30-35 per hour

Estimated Time Commitment: 20 hours per week

**Key Responsibilities:**

**1. Homeowner Application Management:**

- Act as the primary point of contact for potential partner families interested in homeownership.
- Assist applicants in understanding the application process, requirements, and deadlines.
- Review and process homeowner applications in a timely and efficient manner, ensuring all required documentation is complete.
- Conduct home visits and interviews as part of the application assessment process.

**2. Partner Families Support:**

- Provide guidance and support to partner families throughout the homeownership process, from application to move-in.
- Coordinate homeowner education and orientation programs to ensure families are well-prepared for homeownership responsibilities.
- Offer resources and referrals to connect partner families with social services, financial counseling, and other relevant support systems.

**3. Mortgage Origination (USDA 502 Program):**

- Collaborate with partner families and lenders to facilitate mortgage origination through the USDA 502 program.
- Assist families in completing the necessary paperwork and meeting eligibility criteria.

- Ensure compliance with USDA 502 program requirements and deadlines.

#### 4. Homeowner Transition and Orientation:

- Organize and oversee the homeowner orientation program to facilitate a smooth transition into homeownership.
- Collaborate with the construction team to ensure homes are move-in ready.
- Assist in organizing home dedications and celebrations.

#### 5. Liaison Between Construction Team and Homeowners:

- Act as a communication bridge between partner families and the construction team.
- Facilitate regular meetings and updates to keep homeowners informed about the progress of their homes.
- Address any concerns or questions from homeowners related to construction.

#### 6. Working with Homeowner Services Volunteers:

- Recruit, train, and coordinate homeowner services volunteers.
- Assign tasks and responsibilities to volunteers, ensuring smooth operations of homeowner services programs.
- Foster a positive and inclusive volunteer environment.

#### 7. Data Management:

- Maintain accurate records of homeowner applications, approvals, and other relevant data.
- Generate reports and data summaries for internal and external stakeholders.

#### 8. Community Engagement:

- Build and maintain positive relationships with partner families, volunteers, and community partners.
- Represent Blue Spruce Habitat for Humanity at community events and outreach activities.

#### Qualifications:

- Bachelor's degree in a relevant field or equivalent work experience.
- Knowledge of affordable housing programs, community development, or social services.
- Familiarity with mortgage origination processes, especially the USDA 502 program, is a plus.
- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and data management software.
- Compassion, empathy, and a commitment to the mission of Habitat for Humanity.
- Valid driver's license and access to reliable transportation.

#### Working Conditions:

- This is a hybrid position, allowing for a combination of remote work and office presence.
- The office location is 2922 Evergreen Parkway, Evergreen, CO.
- This position is part-time, with a flexible schedule that may include evenings and weekends.

- The Homeowner Services Manager may be required to travel locally to conduct home visits and attend meetings and events.

To Apply:

Interested candidates should submit a resume and a cover letter detailing their qualifications and commitment to Habitat for Humanity's mission to [jobs@bluesprucehabitat.org](mailto:jobs@bluesprucehabitat.org).

Blue Spruce Habitat for Humanity is an equal opportunity employer committed to diversity and inclusion. We encourage individuals of all backgrounds to apply.