

FAMILY SERVICES PROGRAM COORDINATOR

Habitat for Humanity of Mahoning Valley

Habitat for Humanity of Mahoning Valley is looking for a passionate individual to help lead our mission as a Family Services Program Coordinator. This person will be the main contact for all current and potential partner families across Columbiana, Mahoning and Trumbull counties.

The position requires someone with strong social skills as you will be recruiting and communicating with interested families. This individual must have the ability to understand complex real estate, banking and mortgage documentation related to homeownership and effectively communicate it as needed.

- Detail-oriented with strong communication skills
- Knowledge base or willingness to learn and take lead on mortgage and bank related documentation for all potential applicants and current homeowners
- Excellent organization with the ability to balance multiple projects and meet strict deadlines
- Ability to work and communicate in a team environment

JOB RESPONSIBILITIES:

- Manage all applicants to Habitat for Humanity for possible homeownership from initial inquiry to a full application process that meets all policies, procedures and legal requirements.
- Individual with take the lead on developing and building curriculum for all family services, including educational support programs instituted by the Habitat affiliate.
- Act as advocate and coach for all Habitat families through the process of homeownership; supporting them and ensuring they meet sweat equity hours and all other Habitat program requirements.
- Communicate as needed to homeowners to maintain healthy mortgages and assist in management of complete Habitat mortgage portfolio.

ADDITIONAL QUALIFICATIONS:

- B.A./B.S. degree in relatable field (Banking/Social Work) or equivalent work experience
- Must be trained or willing to learn loan origination (certificate not required) and have a broad knowledge of Real Estate and Federal/State Lending Laws.
- Knowledge or experience in affordable homeownership is beneficial.
- Position subject to background check, drug/alcohol testing and DMV driving check

This is a full-time exempt position which includes opportunities for health, vision, dental and life insurance, as well as a retirement plan and paid time off.

TO APPLY:

Qualified candidates should email a resume and cover letter to careers@hfhmvalley.org

Habitat for Humanity of Mahoning Valley is an Equal Opportunity Employer. We are a drug-free workplace. This position is subject to a criminal background, periodic DMV checks for driving record and valid driver's license and drug and alcohol testing. We reserve the right to make employment contingent upon successful completion of all checks and testing.