
AmeriCorps Homeownership Specialist

Overview:

Frontier Housing has served northeastern Kentucky communities for over 40 years by developing housing for homeowners and renters, and providing owner-occupied repair services. Frontier offers a supportive, fast-paced work environment, where we work together to build better communities. The AmeriCorps Homeownership Specialist will assist with preparing individuals for homeownership. This is a service position through Homes for All.

Reports to: Director of Homeownership

Specific Duties & Responsibilities:

(30%) Meet with customers, ask series of questions for the purpose of compiling data and documentation, and then use data to determine the best next course of action

(20%) Request and analyze credit report and obtain required supporting documentation to determine program eligibility. Ensure that all required supporting documents are executed properly

(20%) Assist Homebuyer Education Coordinator with Homebuyer Education and homebuyer counseling

(10%) Acquire the necessary skills to navigate technology based customer relationship manager (CounselorMax and Salesforce)

Member must input customer data as needed to support the work of the counselor and loan officer and to facilitate data

as required by funders

(5%) Assist in community outreach efforts pertaining to homeownership

(5%) Assist with answering the office telephone and greeting customers

(10%) Other Duties Related to the Homes for All Program

- o Participate in the following events and trainings that fall within their term of service –

- o Pre-Service Orientation, AmeriCorps Launch, MLK Day of Service, National Service Recognition Day, Homes for All Spring Service Project, and End of Service Celebration.

- o Participate in program conference calls and other check-ins

- o Submit timesheets and program reports in a timely manner

- o Check emails and respond to programmatic requests in a timely manner

- o Represent Homes for All AmeriCorps positively at their site and in their community

Experience & Qualifications:

- Ability to work independently and use appropriate judgement to meet deadlines
- Attention to detail and organization
- Ability to work with people from diverse backgrounds, including people of varying economic means; and
- Knowledge of, and an affinity for, Frontier's mission, and for energy-efficient construction practices and methods.

In addition, the successful candidate must be willing to travel throughout Frontier Housing service area and to trainings, including NeighborWorks Training Institutes, located throughout the country.

Preferred Experience & Qualifications:

- Skilled in Microsoft Excel, Outlook, and Word
- The ability to speak Spanish.

Compensation: \$15,100 living allowance; \$6,345 education award for student loans, tuition, or eligible student expenses; health insurance

Location: Frontier Housing office in Morehead, Kentucky