



## **HOUSING RESOURCES BAINBRIDGE JOB DESCRIPTION**

### **Homeownership Program Coordinator**

#### **Summary and Purpose:**

The Homeownership Program Coordinator works closely with the Homeownership Program Manager and is responsible for supporting homebuyer activities and services throughout the process of application, education, purchase and sale, and closing. The program provides affordable housing to low- to moderate-income households. Ideally, the successful candidate in this role will move into the Homeownership Program Manager role in 12-18 months.

**Reports to:** Homeownership Program Manager

**Schedule:** Full-time 40 hours per week (Monday-Friday)

**Compensation:** \$28-30/hour

**Benefits:** Health and dental benefits; matching 401(k) after one year; vacation, sick and holiday pay

#### **Responsibilities of this position:**

1. Coordinate application process.
  - Receive and screen applications for initial qualifications, inform applicants of application status, and maintain communication with applicants on wait list to keep status updated.
  - Input applications and supporting documentation of income, assets, and debt, and update application status as buyers progress through the homebuying process using Salesforce Homekeeper, a custom CRM database program for community land trusts.
2. Counsel potential buyers.
  - Conduct HRB's community land trust education for interested buyers to ensure they understand the community land trust model and ground lease restrictions.
  - Provide referrals for third party lending, financial counseling, and homebuyer education courses required for homeownership.
  - Support coordination and communication with lenders and funding partners to ensure buyers remain qualified under HRB's requirements while also meeting the unique requirements of the individual lending partners.
3. Coordinate home purchase.
  - Ensure timely completion of contracts for purchase & sale.
  - Attend home inspections and review reports with stakeholders to identify repairs and maintenance required of the seller.

- Track buyer sweat equity hours as required for new construction projects.
- Coordinate closing deliverables and review closing statements for accuracy.
- Update transaction and homebuyer files.

4. Maintain housing inventory status and support marketing efforts.

- Maintain marketing collateral, including web, print, and signage.
- Support Communications Director in marketing of new home buying opportunities.

**Qualifications**

- Bachelor’s or associate degree or commensurate experience.
- Minimum 1 year of professional experience in real estate brokerage services, mortgage lending, community reinvestment banking, or a closely related field.
- Current Real Estate Brokers license or ability to become licensed within 6 months of hire.
- Strong analytical skills.
- Experience with CRM software (Salesforce) and MS Office programs.
- Technology savvy and able to learn new programs quickly and troubleshoot issues.
- Excellent attention to document details, extremely organized, and deadline driven.
- Ability to prioritize and manage shifting responsibilities.
- Excellent customer service and interpersonal skills.
- Professional curiosity and desire to advance in the role.

**To apply:** Please send resume and cover letter to Executive Director Phedra Elliott at [phedra@housingresourcesbi.org](mailto:phedra@housingresourcesbi.org)

**About Housing Resources Bainbridge:**

Founded in 1989, Housing Resources Bainbridge (HRB) is Bainbridge Island’s only nonprofit affordable housing provider and advocate. As a community land trust, we own and manage land for the purpose of providing permanently affordable homes for rent and sale.

Stewardship is a key component of the land trust model. We offer rental assistance with social services to increase financial self-sufficiency, shepherd prospective owners through the home-buying process, and support current owners in maintaining the physical and financial health of their homes. We also help older adults and people with disabilities age in place by performing home repairs and modifications.

To those at risk of displacement and homelessness, HRB provides not only housing stability, but access to the strong schools, clean air, and safe neighborhoods of Bainbridge. In this way, we are promoting social and economic mobility and building a more equitable society. We believe that a strong community is an inclusive one.

Housing Resources Bainbridge (HRB) is an equal opportunity employer committed to strengthening our workplace through equity, diversity, and inclusion. 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.