



HOUSING RESOURCES BAINBRIDGE JOB DESCRIPTION

Homeownership Program Coordinator

Summary

The Homeownership Program Coordinator works closely with the Homeownership Program Director to support homebuyer and homeowner stewardship efforts for Housing Resources Bainbridge's (HRB) community land trust (CLT), which provides affordable homeownership opportunities for low- and moderate-income households. This role assists with the full spectrum of homebuyer services—from application and education through purchase, sale, and closing—while also ensuring ongoing support for homeowners throughout their ownership. Additionally, the Coordinator works with the Director to establish and strengthen HRB's relationships with community partners.

Department: Homeownership
Reports to: Homeownership Program Director
Schedule: 40 hours per week (Monday-Friday) in person/remote possible, requires some evening and weekend hours
Compensation: \$28-\$30/hour
Benefits: Health benefits; retirement match; vacation, sick, and holiday pay, cell phone stipend

Essential Duties and Responsibilities

Support Department Programs

- Assist in compliance with all grant and funding sources, including assisting in submitting grant applications and regular reporting (WBARS, SHOP, RCAC, etc.).
- Oversee homebuyer application process.
- Support homebuying process.
- Support stewardship services for homeowners.
- Regularly review program policies and procedures with an equity lens and work with Director to remove barriers that may adversely affect BIPOC, LGBTQ+ and disabled households.

Coordinate Application Process

- Receive and screen applications for initial qualifications, notify applicants of their status, and maintain communication with waitlisted applicants.
- Input application data and supporting documentation into Salesforce HomeKeeper and OneDrive, and update applicant progress throughout the homebuying process.

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.

Support Home Purchase

- Support Director with real estate transactions for HRB properties.
- Attend home inspections and review reports with parties to identify required repairs or maintenance as well as any additional items the buyer(s) would like addressed.
- Track SHOP sweat equity hours for buyers participating in new construction projects.
- Coordinate closing deliverables and review closing statements for accuracy.
- Update HomeKeeper transaction and homebuyer OneDrive files.

Support Department Marketing, Communication, and Stewardship

- Assist with the maintenance of marketing materials, including website content, print materials, and signage.
- Market new homeownership opportunities.
- Support ongoing homeowner and property stewardship.
- Assist with the development and maintenance of systems that support homeowners in maintaining and managing their homes. Including repair reserves, refinancing, and the resale process.
- Support homeowners' associations managed by HRB by representing HRB and assisting members with matters related to the associations including annual budgets, reviewed and approving invoices for payment.

Support Organizational Goals and Outreach

- Assist Director in developing and implementing program community outreach plans.
- Present to community partners and grantors.
- Represent HRB at community events and conduct homeownership information sessions.
- Build relationships with potential partner organizations region wide to reach key populations and expand our counseling and homebuying operations.
- Establish and maintain collaborative and mutually productive relationships with homeownership supporting organizations, lenders and network partners.
- Assist as needed to advocate for affordable housing in local community.

Qualifications

- Minimum 1 year of professional experience in affordable housing, real estate brokerage services, mortgage lending, title and escrow, or a related field.
- Proficiency with Microsoft Outlook, Excel, and other Microsoft Office programs.
- Experience with Client Relationship Management (CRM) software (Salesforce preferred).
- Technology savvy and able to learn new programs quickly and troubleshoot issues.

- Excellent attention to document details, extremely organized, and deadline driven.
- Strong analytical skills.
- Excellent customer service and interpersonal skills.
- Ability to successfully work as team member, multi-task, and work independently.
- Strong interpersonal skills and written and verbal communication skills.

Preferred Skills and Competencies

- Active Real Estate Broker license is preferred.
- Bachelor's or associate degree or commensurate experience preferred.
- Community Land Trust experience.
- Experience working with non-profit boards.
- Experience handling confidential information.
- Fluency in Spanish.
- Understanding of structural racism, a commitment to advancing more equitable housing systems, and enthusiasm for contributing to an organizational culture and mission that supports diversity, equity, and inclusion.

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 remove land from the speculative market and conserve it for permanently affordable housing for rent and sale to income-eligible households. HRB also offers independent living services so that older adults and people with disabilities might continue to live at home.

Limited inventory on Bainbridge Island has pushed prices beyond reach of all but top-tier earners. Increasingly, people who work on Bainbridge—educators, first responders, city employees, service industry workers, those who care for our oldest and youngest community members, and so many others—live off island far from their work and endure personally and environmentally unsustainable commutes. Longtime residents who had hoped to remain in the communities they helped build are leaving. And young families and other newcomers—people who bring diverse backgrounds, new ideas and energy—are being kept away.

As a provider of affordable housing, HRB counters this displacement, builds community resilience and equity, and sustains the social connections across generations, cultures, and classes that strengthen and enliven our community.

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.

To Apply

Send cover letter and resume to Homeownership Program Director, Sherri Raines at sherri@housingresourcesbi.org. Incomplete applications will not be considered.

Application deadline October 16, 2026

HRB intends to onboard this position early November.

Note to Candidates

HRB is committed to avoiding discrimination in all its employment and service delivery practices including recruitment, hiring, compensation, fringe benefits, staff development and training, promotion, termination, outreach and referral. We will not discriminate against persons because of sex, gender identification, race, color, religion, class, national origin, age, political or union affiliation, physical disability, marital status, sexual orientation, whistle-blower status, genetic information or other protected status, and will not allow such protected status to hinder access to either employment or services delivered by HRB.

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization and we are more interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. **We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications as described.***