



Asian Community Development Corporation

Position Announcement / Job Description

Title: Full-Time Housing and Financial Counseling Program Manager

Supervised by: Chief Operating Officer

Role and Responsibilities:

Asian Community Development Corporation's **Building Blocks Program** works to build healthy communities and expand financial literacy and homeownership opportunities for low and moderate income and under-served Asian families in the Greater Boston area. *Building Blocks* is comprised of first-time homebuyer education and financial education. Workshop topics include how to purchase a home, credit building, budgeting and savings strategies, and more. Workshops and counseling are conducted in Cantonese, Mandarin, and English. The Program Manager's responsibility will be 1) to expand ACDC's financial education program and 2) to oversee ACDC's first-time homebuying program. The Program Manager will manage a small team of staff and interns. In addition to administrative tasks, the Program Manager will also attend to clients seeking homebuying or financial counseling.

Major Responsibilities Include:

- Expand financial education program, including curriculum development, marketing to new clients, and building partnerships with banks and other financial literacy organizations.
- Provide leadership to homeownership program, to expand into neighboring cities while maintaining high quality of program delivery.
- Ensure that annual workshop and counseling goals are met.
- Counsel clients on homebuying and financial issues:
 - Keeping records of interactions with clients.
 - Conduct appropriate follow up.
 - Making appropriate clientele referrals to relevant contacts such as attorneys, real estate brokers, home insurance agents, and home inspectors.
- Attending trainings, meetings, and networking events relevant to the program.

Skills Required:

- Community-based non-profit experience.
- Familiarity of financial literacy and/or affordable housing sector.
- Experience with service agencies and resources for low-income individuals and families.
- Strong organization and communication skills – must be comfortable presenting in front of a group.
- Ability to use basic computer applications such as Word and Excel.
- Passion to learn about and to meet the needs of the Asian population in and around Boston.
- Flexibility to adapt to changes as influenced by client demand, housing market, and workload.
- **Fluency in English, Cantonese and/or Mandarin (written and spoken) highly preferred.**

This is an exempt position. ACDC provides competitive pay and a generous benefits package, including training opportunities, medical benefits, retirement savings matching and vacation leave.

Please e-mail cover letter and resume to info@asiancdc.org. Any questions can also be directed to this email.

About the Organization:

The Asian Community Development Corporation is a non-profit organization that serves the Asian American community of Greater Boston by developing affordable housing, fostering youth leadership, and building capacity within the community through education, advocacy, and action.