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Job Posting for Homeownership Advisor

The Massachusetts Affordable Housing Alliance (MAHA) is looking for a homeownership advisor to work with low- and moderate-income homebuyers and owners in greater Boston.

MAHA's office is in Dorchester and we run homebuyer and homeowner classes in English and Spanish in various neighborhoods. MAHA offers Homebuying 101, Homeowner 201 and Condo Owner 202 classes and provides ongoing support for homeowners through our HomeSafe Resource Center. The above classes and services are supported by the city of Boston, Massachusetts Housing Partnership, and other funders.

MAHA is a non-profit community organization which mobilizes to break down the barriers facing low- to moderate-income first-time homebuyers. MAHA works extensively to enforce the Community Reinvestment Act, a state and federal law which requires banks to meet the credit needs of low- and moderate-income neighborhoods.

Salary and Benefits:

- Salary - \$40,000-\$50,000
- Employer pays 90% of health care and 50% dental
- 4 weeks paid vacation a year

Duties:

1. Organize, coordinate and teach homeowner classes and homebuying classes for low- and moderate-income community residents. This will require work in the evenings and weekends.

2. Conduct outreach for MAHA through staffing information tables, contacting community organizations, media outlets, etc.
3. Provide one-to-one counseling for homebuyers and homeowners about credit, homebuying, foreclosure prevention, budgeting and other topics, including purchasing multi-family properties.
4. Inform class attendees about MAHA's organizing activities.
5. Work with community groups, insurance companies, hardware stores, realtors, banks, and others in the community to publicize and expand HomeSafe, ONE mortgage, and homebuyer education programs.
6. Fully participate with MAHA staff and members in organization-wide activities and grassroots fundraising efforts, including specific duties related to our annual Taste of Dorchester event.
7. Conduct data entry and surveys designed to track graduates and evaluate our education and counseling efforts as required by various funders.
8. Coordinate meetings annually with HomeSafe insurance discount providers to share data, discuss curriculum and increase marketing of the program.
9. Conduct periodic data calls with insurance companies regarding loss information (cause of loss, loss ratio, frequency and severity).
10. Work with MHP and other stakeholders cooperatively as we explore a possible re-design of HomeSafe including offering online or hybrid classes.
11. Other duties as designated by the executive director.

Requirements:

- 1) Commitment to involving low- and moderate-income people in community efforts. Commitment to grassroots community organizing and affordable housing issues.
- 2) Ability and willingness to work regular evening and weekend hours.
- 3) Previous experience/involvement with issues facing low- and moderate-income homebuyers is preferred. Previous homebuyer advising/counseling experience; experience working or volunteering with community organizations; and/or training or teaching experience is helpful.

- 4) HUD Housing Counseling certification is necessary either at the outset or within 6 months of hiring.
- 5) Ability and experience in working with different types of people and personalities.
- 6) Good oral and written skills.
- 7) Access to a car is essential.
- 8) Persons of color and bilingual persons are strongly encouraged to apply.

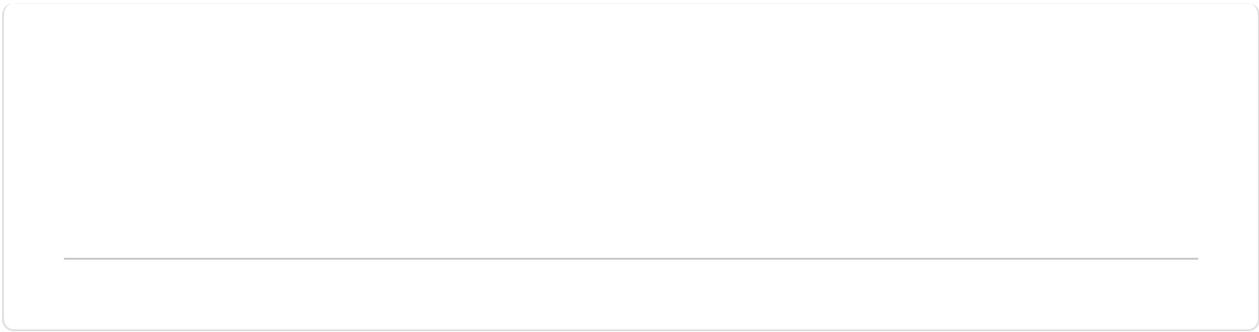
To apply send resume and cover letter by October 18, 2019 to:

MAHA, 1803 Dorchester Avenue, Dorchester, MA 02124

Attn: Symone Crawford, Director of Homeownership Education

If you have questions, call MAHA at 617-822-9100 or e-mail us at scrawford@mahahome.org.

We are an affirmative action, equal opportunity employer.



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