



First-Time Homeownership Coordinator

REPORTS TO: Housing Development Manager

SUMMARY OF POSITION DESCRIPTION

The First-Time Homeownership Coordinator is responsible for assisting families through the home buying process in conjunction with Detroit Shoreway and Metro West's One and Two Family Housing Rehabilitation Program. This position is responsible for assisting families throughout the Detroit Shoreway, Edgewater, Cudell, Clark-Fulton, Stockyard, and Brooklyn Centre neighborhoods. This is a part-time position that will require 20 hours per week.

PRINCIPAL RESPONSIBILITIES:

- Research the acquisition of vacant housing, including: property ownership, title, liens, zoning, environmental issues and tax delinquencies for potential acquisitions through tax foreclosure proceedings
- Maintain database of vacant /abandoned housing through site visits to inspect properties to assess their marketability for redevelopment and tracking pending foreclosures
- Attend community block club meetings to promote first-time homebuyer programs and the One and Two Family Housing Rehabilitation Program
- Partner with local financial institutions and non-profits to provide guidance to first-time homebuyers
 - Coordinate community events to support financial literacy and homebuyer education
- Assist in the transfer and rehabilitation of vacant houses by first-time owner occupants:
 - Refer families to first-time homebuyer education programs
 - Track family's progress through education programs
 - Inspect houses during assessment and provide guidance and suggestions to families regarding scope of work and financial packaging
- Facilitate housing development by assisting with:
 - Coordinating community meetings
 - Financing through banks and non-profit lenders
 - Marketing to prospective residents
- Other duties as assigned



REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Urban Planning or four years' experience in a related field
- Candidates must possess excellent oral and written communication skills and have the ability to deal with public and private officials and negotiate complex transactions
- Must be proficient in spreadsheet analysis (Microsoft Excel) and proficient in word processing (Microsoft Word). Knowledge of Microsoft Access and Microsoft Publisher is a plus
- Must be self-motivated, able to work independently, innovative, and able to "think on your feet"
- Firm understanding of real estate markets and property sales/purchase procedures
- Availability and willingness to work flexible schedule including evenings and weekends
- Local travel and some out-of-town travel required
- Driver's license and insured automobile in good condition

PREFERRED QUALIFICATIONS:

- Fluency in Spanish
- Minimally two years of background in real estate financing, knowledge of housing construction.
- Experience in housing and community development in a non-profit, government, or banking.
- Master's Degree in Urban Planning, Real Estate Development, or related field

PHYSICAL DEMANDS

Ability to operate a computer and keyboard. Ability to operate a motor vehicle or equipment. May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to 20 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORKING CONDITIONS

Availability for extended hours during peak periods and attendance at evening and week-end meetings. Exposure to inside and outside environmental conditions. The office is located in a smoke-free facility.

This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Detroit Shoreway Community Development Organization. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.



EQUAL OPPORTUNITY

Detroit Shoreway Community Development Organization is an Equal Opportunity Employer.

COMPENSATION

- Up to 20 hours of work a week ranging from \$15-\$17 commensurate with experience.

Applications will be accepted until the position is filled.

Please e-mail or mail cover letter and resume to:

Anthony Bango
Director of Housing and Planning
Detroit Shoreway Community Development Office
6516 Detroit Avenue STE #1, Cleveland OH 44102

Email: abango@dscdo.org

***No phone calls**