



# Habitat for Humanity<sup>®</sup>

of Wake County

*Serving Wake and Johnston Counties*

## **Assistant Closing Coordinator (Volunteer)**

### SUMMARY:

Habitat for Humanity of Wake County has an urgent opportunity for an Assistant Closing Coordinator. This is a volunteer position that requires a commitment of approximately 15 hours a week. We're seeing a responsible individual who is detail oriented to assist our loan originator with mortgage and real estate documents.

Ideal candidate would have background in title, banking, mortgage, real estate or legal field but not required; should have accurate typing and computer skills; and must enjoy working in a learning environment.

### **Our Ideal Volunteer Candidate:**

- Will perform pre-closing coordinator duties as needed with little supervision
- Is comfortable using Microsoft Excel spreadsheets
- Has some experience with Calyx, or feels they can learn quickly
- Is comfortable managing paperwork
- Can move seamlessly between digital records and paper records

### **Your Tasks Could Look Like:**

- Archiving and scanning documents
- Maintaining payment logs
- Collecting and curating important documents for each closing
- Maintain and support the activities of the closing department
- Proactively review the closing calendar
- Complete any assigned closing or settlement functions
- Review and prepare all closing documents
- Prepare accurate closing statements
- Promote teamwork and provide excellent customer service as needed

### **Dress Code:**

- Business Casual

*Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.*

**Together, we build.**

[www.HabitatWake.org](http://www.HabitatWake.org)



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## **APPLICATION PROCESS:**

- If interested, please email a cover letter and resume to:  
[christin.murphy@habitatwake.org](mailto:christin.murphy@habitatwake.org)

## NOTE:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws. **THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.**