

## Homeownership Selection Coordinator

Department: Homeownership & Neighborhood Programs

Location: Raleigh, NC

Supervisor: Homeowner Selection Manager (HSM)

### SUMMARY:

The Homeownership Selection Coordinator (HSC) will assist with the recruitment, processing, and selection of homeowner families.

This is a Full Time Non-Exempt position requiring flexibility to work evening and weekend hours as needed for meetings and projects. The HSC will likely spend on average at least five days per week, Monday – Friday (40 hour work week with 8 hours days).

### ESSENTIAL FUNCTIONS:

- Assist Homeownership staff in responding to calls and emails inquiring about applicant status in a timely manner.
- Assist with partner family recruitment process;
- Report on quality and quantity of applicant pool;
- Assist families in the completion of the housing application;
- Assist with homeowner selection process;
- Manage new Salesforce process funnel;
- Review online pre-applications and send appropriate acknowledgement;
- Assist HSM with applicant information and application sessions;
- Track and screen applicants before submitting to Homeowner Selection Manager;
- Set appropriate timelines to notify families of their status in timely manner through automated messages;
- Maintain applicant files; keep records of specific issues on file; and
- Prepare applicant files for HSM review

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Excellent computer skills including data bases, Excel, MS Word, **Salesforce** and Google products.
- Ability to efficiently and effectively organize work and time. Ability to work in an office with frequent interruptions. Must be a self-starter.
- Current driver's license and vehicle
- Ability to establish and maintain excellent working relationships with Habitat Wake staff, partner families, neighborhood residents, and partner organizations.

EDUCATION/EXPERIENCE:

- Bachelor's degree or equivalent experience in a related field;
- Have 1-2 years working with empowerment methodologies for working with under resourced families and communities.
- Passion and calling to empower families and revitalize communities; and
- Exceptional communication skills and will have a calm and very pleasant demeanor when working with a wide variety of people.

APPLICATION PROCESS:

- If interested, please send in your resume along with a cover letter to:  
[edmundoyanez@habitatwake.org](mailto:edmundoyanez@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.

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