

Company: Kalamazoo Neighborhood Housing Services, Inc. (KNHS)

Location: Kalamazoo, MI

Job Type: Full Time, Employee

Years of Experience: 2-4

Education Level: B.A.; Mortgage Lending or Processing Experience Considered

Career Level: Professional Level

Description: Kalamazoo Neighborhood Housing Services Inc. a non-profit 501(c)3, offering a variety of homeownership services, specialized loan products, and home rehabilitation services to residents of Kalamazoo County, has an immediate opening for a full time Homeownership Specialist.

Position Summary: The Homeownership Specialist is responsible for providing direct services to KNHS clients and supervising KNHS Lease Purchase program and properties. He/she will be responsible for administration and compliance of KNHS Lease Purchase and Rental grant projects, as well as, the primary counselor for mortgage readiness participants seeking services from KNHS. Please submit your resume to frontdesk@knhs.org by November 9, 2015.

Qualifications/Requirements:

- Bachelor's Degree desired; three years residential mortgage lending, processing, or property management experience will be considered.
- Two years of providing homebuyer education including pre-purchase housing counseling, individual credit counseling, residential mortgage lending/processing experience.
- Knowledge of residential lending is required
- Outstanding writing skills are essential
- Outstanding verbal/communication skills are essential
- Detailed oriented with understanding of federal grant funding helpful
- Excellent analytical skills are required
- Experience working with people from diverse backgrounds
- Proficiency in MS Word, Excel, and PowerPoint and a high level of computer literacy is required

Essential Functions:

HOMEOWNERSHIP SPECIALIST

- Oversee the responsibilities of Lease Purchase Program; included but not limited to: Property Compliance, Property Management, and Participant Requirements.
- Adhere and ensure compliance as it relates to private, federal and grant funding for all program administration.
 - National Industry Standards for Homeownership

- HUD, MSHDA, HOME, and CDBG
- Evaluate potential opportunities, programs, and outreach efforts for KNHS education and counseling services.
- Work with Deputy Director and team to develop strategy for increased connectivity with community.
- Maintains high degree of professional knowledge regarding mortgage lending practices relevant to job responsibilities.