



Position: Homebuyer Assistance Coordinator
Status: Full-time, eligible for benefits
Location: Greenville, South Carolina

Organization Description: CommunityWorks is a non-profit certified Community Development Financial Institution (CDFI) and an SBA micro lender committed to building financial equity by providing resources that support small business growth, entrepreneurship, affordable housing and homeownership. Collectively, our programs, expertise and partnerships help build stronger and more just communities.

For over 16 years, CW has created opportunities for people, communities, and entrepreneurs in the Upstate community and throughout South Carolina, with a focus on people and communities of color. Our programs focus on equitable access to financial coaching, connections with one-on-one business coaching, access to loans to build small business, develop affordable housing, and building credit and assets. Since our inception, CW has served over 9,276 clients and has generated over \$403 million in local economic impact.

Diversity, justice, and inclusion are key values within CommunityWorks. We are committed to building and sustaining an inclusive, equitable working environment for our staff. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and discover, design, and deliver solutions.

Position Summary: Under the supervision of the Chief Strategy Officer(CSO), the Homebuyer Assistance Coordinator is responsible for overseeing the overall coordination and continual development of programming for CW's Homebuyer Assistance (HBA) Program. Additionally, the Homebuyer Assistance Coordinator will actively work to achieve program goals, tracking program outcomes, exercise collaboration with internal and external partners, and recommend program changes to maximize outcomes. The Homebuyer Assistance Coordinator will ensure increased homeownership opportunities for low and moderate income households. It is CommunityWorks' goal to provide professional development opportunities supporting transition into a management position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee day-to-day operation of the HBA program, ensuring families are served with high quality and individualized support.
- Provide clients with relevant and timely referrals to internal resources, nonprofit partners, realtors, lenders, and other potential sources.



- In collaboration with the CSO, monitor program activities in relation to grant and agency requirements.
- Oversee and maintain program compliance with state, federal, and private sources by performing file audits. This includes the facilitation of grant monitoring and audits as they relate to HBA funding sources and contracts.
- Ensure that all required documentation for grants are collected and maintained appropriately and that all files are current and compliant with contractual obligations.
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- Be responsible for timely entry of file status updates and client information into required database systems.
- Monitor all program expenses; seek approval for expenses from CSO
- Prepare reports on a monthly and annual basis as required.
- Maintain awareness of community needs, working to adjust service delivery to match anticipated and demonstrated gaps.
- Work with community partners representing CW in community meetings and trainings, as needed.
- Work with Communications Manager to market the programs and ensure effective outreach to potential homebuyers and partners, i.e. participating employers, government partners, realtors, and/or mortgage lenders.
- Underwrite downpayment assistance and other loan and grant related activities.

ADDITIONAL DUTIES:

- Report success stories, progress, statistics as requested by management
- Attend all staff and HBA community meetings

REQUIREMENTS:

- A minimum of 2 years in project or program coordination, administrative support, loan processing, mortgage lending, or other similar roles.
- Knowledge of the homebuying process and/or mortgage origination process, preferred
- Well-developed prioritization, organization, and planning skills
- Ability to prepare clear, accurate, well-organized written reports and presentations, with effective verbal communications skills.
- Customer-service oriented with the ability to adapt/respond to different communication styles and personalities
- Strongly self-motivated and able to follow through in completing high-quality, detailed work.
- Highly developed analytical, numeracy, literacy, and problem-solving skills
- Willingness and ability to travel statewide year-round and attend in-person trainings and events

Interested applicants can send a cover letter and resume to careers@cwcarolina.org