



Job opportunity | Homeowner Services Coordinator

The Massachusetts Housing Partnership (MHP) is a non-profit, quasi-public organization and a leader in affordable housing finance. MHP works with communities, developers and borrowers to create innovative policy and financing solutions that provide affordable homes and better lives for the people of Massachusetts. MHP administers the ONE Mortgage Program, the state's most affordable mortgage product for underserved first-time homebuyers. At MHP, we celebrate diversity and are committed to creating an inclusive environment for all employees.

ONE Mortgage is a first-time homebuyer mortgage program that breaks down barriers that prevent creditworthy households from buying a home, barriers that impact everyone, most notably households of color. ONE Mortgage makes it possible for thousands of families and individuals to put down roots across Massachusetts.

The Homeowner Services Coordinator (HSC) will be an integral part of the Homeownership team, helping to promote sustainable homeownership opportunities for underserved low and moderate-income first-time homebuyers. This person is responsible for overseeing our post-purchase counseling and education program (HomeSafe), and for working with lenders on portfolio reports and requests. The HSC will be a vital link between private lenders and non-profit counseling agencies, and will have the opportunity to learn skills critical to public policy initiatives.

The Homeowner Services Coordinator's specific responsibilities include: coordination of all HomeSafe reporting and delinquency data, managing welcome mailings to new ONE Mortgage homeowners, preparation and analysis of program and portfolio reports, researching Registry of Deeds for paid-off loans, processing homeowner subsidy subordinations and mortgage discharges. This person will serve as a point of contact for lender modification requests and will assist in the development of new policies and procedures to more efficiently administer the ONE Mortgage program and better serve our homebuyers and homeowners.

Applicants must have a minimum 2+ years' relevant experience in program coordination, portfolio management, lending, mortgage operations, and/or affordable housing. A valid driver's license or the ability to get one is required.

Salary is commensurate the experience. MHP provides a comprehensive benefits package including health, life, dental, and disability insurance, flexible spending accounts, a public transportation benefit, educational assistance, paid time off and family leave, flexible work schedule and a fully vested employer-matched retirement plan. This is an excellent opportunity to work with a dedicated, creative and passionate team.

To apply: Please send a cover letter (required) and resume to Human Resources, MHP, 160 Federal Street, Boston, MA 02110. E-mail: mhphr@mhp.net website: www.mhp.net

MHP is committed to creating a diverse and inclusive workplace and is proud to be an equal opportunity, affirmative action employer. All decisions are based on business needs, job requirements and individual qualifications without regard to race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, past or present military service, status as an individual with a disability, or any other legally protected characteristics. MHP is committed to compliance with all fair employment practices regarding citizenship and immigration status. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.