Company Profile

Nuestra Comunidad Development Corporation (Nuestra) is a Boston-based community development corporation with a legacy of excellence in affordable housing, economic development and tenant services. Nuestra aims to increase the social and economic power of individuals and families in its community through education, economic development and resident programming that foster a safe, vibrant and culturally diverse community with affordable housing. Nuestra seeks to create communities of opportunity and equity, working together with community partners and neighbors across Roxbury, Dorchester, Mattapan and other Boston neighborhoods.

Program Description

Nuestra Comunidad since 1999 has provided first time home buyer education and housing counseling, in order to help Boston residents purchase a home or achieve their personal financial goals.

Position Summary Description

The First Time Home Buyer Instructor effectively informs and advises community residents on how to buy their first home and, just as important, on how to decide whether the decision to buy is right for them at a given time. Home buying class participants will learn how to buy a home, secure a home mortgage and how to repair their credit and create a savings plan for a purchase down payment. The First Time Home Buyer Instructor reports to the Executive Director. Flexible work hours are required, as classes and counseling at times must take place in evenings or weekends. This is a part-time contract position.

Essential Job Functions and Responsibilities:

- Plan and teach six First Time Homebuyer classes during 2020, with each class involving six to eight hours of class time.
- Help participants determine if they are qualified and ready to buy, or not.
- In conjunction with FTHB classes, identify participants not ready to buy a home and refer them to partner agencies who can provide one-on-one counseling designed to understand and repair credit and create a financial goal and plan. Emphasis is placed on understanding and repairing their credit and increasing credit scores.
- Collect and enter data on participants and outcomes as required for Nuestra’s data collection and evaluation, as well as funders’ reporting requirements.
- Complete and submit monthly and quarterly reports to funders (NeighborWorks America, United Way and others).
- Maintain status as HUD-certified housing counselor.

Work Requirements and Qualifications

- Experience in first time home buying teaching and credit repair counseling is required.
- Understanding of home mortgage loan underwriting guidelines, loan closing procedures, and home purchase lending institutions is required.
- HUD certification in financial capability counseling and first time home buying required, or commitment and ability to secure or renew needed certifications in a short period of time.
Experience in foreclosure prevention counseling, reverse mortgage counseling or student loan counseling is desirable but not necessary.

- Excellent verbal communications and interpersonal skills
- Experience in Excel and working with data.
- Familiarity with Salesforce or ability to learn this database system and use it to track class participation and outcomes.

Non-Essential Functions
- Complying with company policies, paperwork requirements, communication follow up etc.

Physical Requirements
The position involves sitting, standing, lifting, looking at a computer screen, phone work etc. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function in a satisfactory manner. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To Apply

Nuestra Comunidad is an equal opportunity organization. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status or any other basis protected by applicable federal, state, or local law.

Please submit your resume and cover letter to the following link: https://www.tfaforms.com/4727949