

Somerville Community Corporation (SCC) – Asset Building Specialist Job Advertisement

About Somerville Community Corporation (SCC):

We are a membership organization that provides leadership for sustaining the City of Somerville as a vibrant, diverse, and tolerant community. We offer services and lead community organizing that supports low- and moderate-income Somerville residents in their efforts to achieve economic sustainability and increase civic participation. We are a small team with a big heart for helping those in our community.

Job Summary:

The Asset Building Specialist is responsible for supporting the Asset Building team with data-keeping, class management, client intake, one-on-one counseling education, and additional support as needed.

A Day in the Life of the Asset Building Specialist:

- Serve as the primary presenter in First-Time Homebuyer Seminars and Financial Literacy Classes held in the evenings.
- Provides community outreach and recruitment for potential Asset Building program participants in Somerville and its surrounding areas, including the development of social media, flyers, tabling, and by visiting other organizations and programs.
- Conducts one-on-one financial and career coaching, including the establishment of individual plans and working with program participants to act on those plans, as well as referrals to wrap-around support services, with a total of caseload of 50 clients per year.
- Facilitates training (e.g., household budgeting, credit repair).
- Data entry (case management notes and client outcomes) for the member's case load in Salesforce.
- Fosters and maintains professional and positive communications and working relationships with residents, vendors, contractors, lenders, city staff, and other partners.
- Demonstrates exceptional interpersonal skills and fosters strong working relationships and is adept at interacting with diverse groups of people.
- Excellent verbal and written English communication and presentation skills focused on low and moderate income adults.
- Stay current with changing technology, including software and SCC programs.

Minimum Qualifications (Education, Experience, Skills, Abilities):

- Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Excellent working knowledge of computer systems including MS Office Suites with advanced knowledge of Excel. Working knowledge of salesforce is a plus.
- Proficiency in Spanish, Portuguese, or Haitian Creole a plus.
- Task-oriented with strong organizational and attention to detail skills.
- Self-directed and proven skill to work independently as well as part of a team.

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- Strong analytical and problem-solving skills.
- Ability to make appropriate judgment and decisions.
- Demonstrated skill in managing multiple projects to drive results.
- Works efficiently in a fast-paced and team-oriented environment.

Certificates, Licenses, Registrations:

- HUD Homebuyer Counseling Certificate is a requirement.

Location: In person

Duration: Onsite

Hours: Monday – Friday, 8:30am 4:30 pm or 9:00am -5:00pm, and requires evening hours from 6:00-9:00pm approximately five (5) times per month.

Salary Range: \$53-56,000 Based on experience & qualifications.

Use this is applicable:

Walk In Applications accepted at 337 Somerville Avenue, 2nd Fl., Somerville, MA 02143 or send Resume to: rtaylor@somervillecdc.org