

Somerville Community Corporation
Position Description

TITLE: Asset Building Specialist

DEPARTMENT: Asset Building

REPORTS TO: Director of Economic Opportunity

FLSA STATUS: Exempt

Summary: This 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.

Essential Duties: Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Serve as the primary presenter in First-Time Homebuyer Seminars and Financial Literacy Classes held in the evenings.
- Maintain the schedule and organize all logistics and materials for classes.
- Track participant FTHB course completion and follow up.
- 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.
- Facilitates “Welcome Sessions” for new program participants in person or virtually.
- Conducts intake sessions with new program participants.
- 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.
- Assists with social media exposure for SCC’s Asset Building Team on social media sites (e.g., Facebook, Twitter, LinkedIn) with management approval.
- Participating in training sessions to develop the skills needed to perform the above responsibilities.

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- 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.
- Maintains a professional, positive manner and appearance.
- Responsible to perform all duties safely and in a manner consistent with the policies and procedures of SCC.
- Responsible to report all accidents/incidents (e.g., motor vehicle, customer, employee) to the necessary personnel (e.g., Legal Compliance Officer, CEO, and President).
- Adhere to all applicable department, production, and company-related operational, safety, and human resources policies and procedures.
- Complies with all federal, state, and local laws.
- Work toward continuous quality improvement
- Stay current with changing technology, including software and SCC programs.
- Uphold, support, and promote all company policies and procedures.

Qualifications: To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

Education/Experience:

- 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.

Language Skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Proficiency in Spanish, Portuguese, or Haitian Creole a plus.

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Mathematical Skills:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Experience or training in one or more aspects of household finances.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations:

- HUD Homebuyer Counseling Certificate is a requirement.

Intellectual Demands: The intellectual demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Intellectual Demands:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Problem solving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication - written	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communication - verbal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Money handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Calculating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working with interruptions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working independently	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Building Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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Physical Activities:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing/Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Weight:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Physical demand requirements listed are primarily applied to lifting and safely moving material during the course of the work shift.
- Vision – Close vision (clear vision at 20 inches or less).
- Vision requirements listed are primarily applied to viewing documents and working on the computer.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Environmental – There is little to no exposure to hazardous environmental conditions.

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Travel – Working throughout the City of Somerville up to five times a month.

Evenings and weekend may be required.

Noise – Moderate noise (examples: business office with computers and printers, light traffic).

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Acknowledgement:

I understand that this position description is not an exhaustive list of all functions that you may be required to perform, and you may be required to perform additional functions. Additionally, the company reserves the right to revise the job description at any time.

I acknowledge this position description was reviewed with me and a copy was provided to me. I agree to and accept the terms and conditions and acknowledge this does not represent a contract of employment, and that employment at Somerville Community Corporation is employment at-will, which may be terminated at the will of either the company or myself.

Employee Signature

Date

Supervisor Signature

Date