



Job opportunity | Homeownership Programs Coordinator

If you are looking to combine interest in the mortgage industry with making an impact in access to affordable housing in Massachusetts, MHP is for you!

About Us:

The **Massachusetts Housing Partnership (MHP)**, a non-profit public agency, is a national leader in affordable housing finance. When breakthrough studies linked a racial wealth gap to unequal access to homeownership opportunities, MHP worked in collaboration with key partners in the non-profit, public, and private banking worlds to create its flagship home buying program: the SoftSecond Loan Program. Combined with its successor, the ONE Mortgage Program, MHP has spent 30 years helping almost 24,000 low- to moderate-income first-time homebuyers—half of whom are people of color—achieve their dream of homeownership. Unlike many subsidized housing models, MHP does not limit the amount of appreciation our homeowners can earn from the resale of their home, enabling them to build their wealth just as well as those who do not require assistance to buy a home.

At MHP we celebrate diversity and are committed to creating an inclusive environment for all employees.

Benefits our employees value:

MHP understands that benefits are an important consideration when looking for a new role. We are proud to offer our employees a comprehensive benefits package including:

- Hybrid and flexible work schedule
- Health insurance through the state's Group Insurance Commission
- 403b retirement plans with match up to 10% and immediate vesting
- Annual 5-week paid time off (PTO) benefit
- Fully paid group term life, short-term disability, and long-term disability insurance
- Dental insurance through MetLife with 90% of premium paid by MHP
- Medical and dependent care Flexible Spending Accounts
- Public transportation reimbursement
- Tuition reimbursement and professional development assistance
- First time homebuyer assistance
- Home office benefit
- And more

Career Opportunity:

MHP is seeking a Homeownership Programs Coordinator to assist us in the continued operations and development of the ONE Mortgage Program and its subsidiary, ONE+Boston, which together produce almost 800 mortgage loans to income-eligible first-time homebuyers every year. The Programs Coordinator, under the supervision of the Associate Director of Homeownership, will provide ongoing support, training, and management of the origination pipeline for a portfolio of our partner lenders. Other key responsibilities include providing customer service and administrative support for a number of essential services to both homebuyers and existing homeowners and engaging in special projects and assignments as such opportunities arise. The Homeownership Programs Coordinator will also take on varied responsibilities related to the American Rescue Plan Act (ARPA) down payment assistance program that's currently in development and other local, state or federal programs managed by MHP.

Key responsibilities include providing support to lenders by responding to requests for information or processing of ONE Mortgage and ONE+Boston loan reservations, prequalifications, and final applications; reviewing loan scenarios through the lenses of program compliance and common underwriting practices, in collaboration with the Associate Director of Homeownership; providing trainings designed to teach key lender personnel our programs' structures and processes; maintaining and expanding our network of partner lenders through active engagement; assisting in the preparation of the bi-monthly funding of loans for lenders, including the review and auditing of closing documents submitted to MHP, the preparation of the funding report, the subsequent notification to lenders, and the updating of MHP's database; responding to homebuyer inquiries for information about our programs; conducting ONE Mortgage and ONE+Boston trainings to potential homebuyers; assisting in the programs' marketing efforts; processing requests for homeowner discharges or subordinations as they sell or refinance their homes; and assist in the maintenance and updates of our systems, policies, and procedures.

MHP is currently working on a hybrid model of at least 2 days per week in our Boston office and up to 3 days remotely. Successful candidates will work out of our Boston office per our hybrid schedule. MHP employees are required to be fully vaccinated against COVID-19 or have an approved exemption per our vaccination policy.

Experience and Skills:

MHP is looking for candidates who have strong problem-solving, interpersonal, and communication skills (both written and oral). Bilingual Spanish strongly preferred. Ability to focus on details, identify inconsistencies and learn new systems quickly will support success in the role. The position requires comfort and success working individually as well as part of a team. MHP is a fast-paced environment and is seeking a Programs Coordinator who will be invested in learning quickly, understand how to effectively prioritize tasks, and demonstrate comfort training groups of people virtually and in person within the first 90 days. Strong proficiencies in Microsoft Office suite, particularly Outlook, PowerPoint, Excel, and Word are required for success in day-to-day responsibilities. Affordable housing, banking, or mortgage industry experience a plus. Bachelor's degree or equivalent experience, skills and knowledge are required.

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.

If you are interested in joining our team, please complete a brief online application on our website via our [Careers page](#).