



Job opportunity | Homeownership Programs Coordinator

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 more than 23,000 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.

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.

Specific responsibilities will include, but are not limited to: 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.

Qualifications: The ideal candidate will have strong analytical, problem-solving, attention to detail, team-oriented, interpersonal, and written and oral communication skills. MHP is a fast-paced

environment that will expect our programs coordinator to learn quickly, effectively prioritize tasks, and become comfortable with training groups of people within 90 days. Strong proficiencies in Microsoft Office suite, particularly Outlook, PowerPoint, Excel, and Word, as well as an ability to quickly learn new systems is required. A Bachelor's Degree is preferred, but equivalent experience will be considered. Bilingual and GIS skills are also a plus, as is any prior experience in banking or affordable housing.

Salary is commensurate with experience. MHP provides a comprehensive benefits package including health, life, dental, and disability insurance, generous paid time off, fully vested employer-matched retirement plan, educational and professional development assistance, family leave, flexible work schedule and a home office benefit. MHP is an Equal Opportunity Employer. *At MHP, we celebrate diversity and are committed to creating an inclusive environment for all employees.*

MHP is currently operating on a fully remote platform. We are developing plans for a safe post-COVID return to office operation. MHP anticipates being on a hybrid model of office-based and home-based work for the foreseeable future.

To learn more about MHP please visit <https://www.mhp.net/>

To apply, please submit cover letter (required) and resume to Lori Cain, HR Director, at mhphr@mhp.net