

The Boston Home Center (BHC) helps Boston residents purchase, improve, and keep their homes. The BHC offers training, financial help and counseling to first-time home buyers, guidance and funding for homeowners for home improvements, and counseling to help families avoid foreclosure. The BHC also markets homes developed for income-eligible, first-time homebuyers.

Under the direct supervision of the Deputy Director or designee, the Program Manager is responsible for implementing BHC programs and services to help first time home buyers become homeowners and assist homeowners in maintaining their homes.

Responsibilities:

- Provides clients with current information on and assistance with home buying and homeownership programs and services;
- Performs intake, eligibility screening, document assembly, financial analysis, enrollment, commitment and closing coordination for BHC cases; Coordinate with clients, other BHC and MOH staff and external partners to ensure that eligible cases proceed from intake through completion.
- Assists in program marketing and outreach efforts including helping to organize and attend events and meetings and coordinate with the MOH communications team on MOH's website.
- Assists in preparation of requests for proposals, contracts, and all program service orders, etc.
- Processes and track payment requests from lenders and contractors through Salesforce.
- Prepares program status reports through Salesforce.
- Maintains case auditable files and prepare case status reports as needed.
- Performs related work as required.