

Financial Security Program Coordinator

The Financial Security Program Coordinator is directly responsible for the development, management and administration of Housing Counseling, Financial Coaching and Homebuyer Education programs. This individual will oversee 3 housing counselors/financial coaches that provide comprehensive one-on-one counseling services for Pre & Post Purchase Home Buyers, and the group Homebuyer Education Course that are consistent with the organization's vision, policies and procedures, and is in compliance with regulatory and funding requirements. In particular this position is responsible for coordinating all program specific funding applications, reports and maintaining the client management system. Candidates must possess excellent time management and communication skills and the ability to work independently to ensure that all participant level services and program related duties are conducted in a manner to optimize project implementation, efficiency and outcomes.

Primary Responsibilities

Engage in the following either in the main cdc b location or remotely:

- Effectively manage, further develop, implement and evaluate the Housing Counseling/Financial Coaching program and Homebuyer Education Course that incorporates nationally adopted operating and performance guidelines and federal requirements set by the Department of Housing and Urban Development (HUD).
- Coordinate and facilitate all Homebuyer Education Courses.
- Actively manage Housing Counselors/Financial Coaches to and monitor their client caseloads including but not limited to auditing client intake, scheduling and follow up.
- Ensure that Outcome Tracker (or an alternative Client Management System) is utilized effectively to track, maintain and report program/client data in compliance with HUD, cdc b internal review and other contracts and funders.
- Prepare reports as requested to prepare grant applications and to address inquiries from internal and external sources.
- Work collaboratively to support cdc b's general outreach strategy to create program awareness and ensure that cdc b's Financial Security Program is the foremost resource for all families interested in purchasing a home.
- Represent cdc b during meetings and events to enhance cdc b's presence and maintain existing community and business relationships.

- Ensure that cdcb meets the highest standards for delivering comprehensive Homebuyer Education and Individual Counseling.
- Keep current on all federal, state and local laws, regulations and guidelines regarding the operations of counseling programs and ensure all staff maintain appropriate certifications.
- Verify and analyze the accuracy of all data and information generated through the program and resolve and discrepancies.
- Coordinate project planning and implementation, including assessing needs, setting goals and objectives, and ensuring successful follow-through on planned activities.
- Other Duties as Assigned

Competencies & Requirements

- Self-directed and well organized with a demonstrated ability to handle multiple clients and projects simultaneously
- Dynamic personality with extensive group presentation experience
- Excellent written and verbal communications skills
- Critical, analytical and creative thinking skills
- Knowledge of credit reporting, financial management and lending products
- Proficient with the internet, computer software, client management systems and remote technology (Microsoft Office, Adobe, OT, etc.)
- Ability to adopt new service delivery technologies and train staff to use them effectively.
- Ability to represent cdcb in a professional and exceptional manner
- Demonstrated commitment to fair housing and civil rights
- Flexibility to work outside normal business hours and travel when necessary

Qualifications

- Bachelor's Degree or 5 years relevant experience
- Fluent in written and spoken Spanish

- Ability to work independently and adapt to non-traditional work hours (including evenings and weekends)

cdc IS AN EQUAL OPPORTUNITY EMPLOYER

Interested candidates should email resume and cover letter* to Kristine Saldaña at ksaldana@cdc.org

Response Deadline: Until position is filled.

*Cover letter should include a brief statement about why you are interested in the position and how your qualifications align with this job opportunity.