Homebuyer Education Coordinator

Windham & Windsor Housing Trust

Learn the ins-and-outs of homebuyer education and counseling while serving at a nationally acclaimed housing organization in beautiful Southeastern Vermont. By serving as the Homebuyer Education Coordinator, you will have access to an experienced mentor and you will gain experience and valuable skills that will strengthen your resume. You’ll have the opportunity to serve low-income Vermonters and learn what it takes to become a community housing champion. Affordable housing experience not required, only a willingness to learn and a passion to serve others! Apply today!

This position is part of the Vermont Housing & Conservation Board AmeriCorps (VHCB AmeriCorps). The VHCB AmeriCorps program supports the innovative dual-goal approach to creating stable affordable housing opportunities for Vermont residents while preserving the natural and working landscape. VHCB AmeriCorps is a national service program that places members with non-profit housing or land and energy conservation organizations around the state.

Organization Mission and Goal of Position

Windham & Windsor Housing Trust’s mission is to strengthen the communities of Southeast Vermont through the development and stewardship of permanently affordable housing and through ongoing support and advocacy for its residents. To accomplish this, Windham & Windsor Housing Trust (WWHT) acquires, rehabilitates or constructs, and holds land and housing in trust, providing permanent access to decent and affordable housing for citizens of Windham and Windsor Counties.

The goal of the Home Education Coordinator will be to increase and improve upon the services offered in homebuyer education. Home Education serves current and future homeowners. The overall goals in Home Education are:
1. Nurture a strong foundation in credit and money management skills to facilitate successful housing
2. Help potential homeowners obtain the dream of homeownership

Essential Functions:

- Learn the overall workings of WWHT and the HomeOwnership Center to develop an understanding of the various housing options; with a special emphasis to learn the intricacies and value of homebuyer education and financial capabilities programs. Provide basic information to people wanting information about Home Education.
- Organize the logistics for educational groups including coordinate locations in the two county region, arrange guest speakers, prepare workshop materials, assist with updating materials and forms, inform partners, community members and customers of events and education opportunities.
- Assist with facilitation of regular monthly workshops and special groups. Play key role by answering customer questions, help with registrations, schedule participants, send confirmation information, coordinate event logistics, site setup, and present at workshops/orientations.
Secondary Functions:

- Research, perform, and compile testimonials with interviews and photos of customers and partners
- Helping with related program paperwork, filing, data entry, data tracking, phone calls, and calculations relevant to service position.

Minimum Qualifications:

- Weekends/evenings required
- Be US citizen or have permanent resident status;
- Be at least 18 years of age upon entering the Pre-Service Orientation or 17 years of age with verified parental permission;
- Be a high school graduate, have a GED certificate, or be willing to work towards a GED as part of the service-term. A member cannot have dropped out of high school to join AmeriCorps.
- Has not been convicted of murder or sexual assault and is willing to undergo an National Service Criminal History Check;
- Be committed to the VHCB AmeriCorps program’s ethic of service and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in all required trainings and events, and be prepared to drive up to 2-3 hours each way.
- Available to regularly serve 40 hours per week

Additional Information:

Service occurs both in an office environment as well as in the community, in Windham, and Windsor counties. Having your own vehicle and serving on some nights and weekends are required.

Position begins September 9th, 2020 and ends August 13th, 2021

This position is Full Time: Requires 1,720 hours for an average of 40 hours per week for 48 weeks. Member will receive a living allowance of $20,400 (pre-tax), and an education award of $6,195 (pre-tax) upon successful completion of service.

Other benefits include health insurance, federal school loan forbearance, and various training and networking opportunities.

This position does have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).

To Apply: [https://vhcb.org/our-programs/vhcb-americorps/positions](https://vhcb.org/our-programs/vhcb-americorps/positions)

For questions about this position or to send additional materials:

Bruce Whitney, Director of Homeownership,
68 Birge Street
Brattleboro VT 05301
bwhitney@homemattershere.org

Application deadline: August 25th, 2020

Additional information on AmeriCorps is available at www.americorps.org.

The Vermont Housing & Conservation Board (VHCB) is sponsoring this AmeriCorps position through their AmeriCorps Program. VHCB is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran’s status, religion or creed.

Member Name:___________________________  Signature:_________________________