



“Affordable Housing Without Compromise”

Job Description – Homeownership Program Coordinator

Job Title	HOMEOWNERSHIP PROGRAM COORDINATOR	Department	RESIDENT SERVICES
Reports To	DIRECTOR OF PROPERTY MANAGEMENT AND RESIDENT SERVICES	Salary Range:	BASED ON EXPERIENCE \$23.00 – \$25.00 /HOUR
FLSA	Non-exempt (Hourly)	Revision Date:	07/17/23

ABOUT PCRI

Portland Community Reinvestment Initiatives, Inc. is a non-profit community development corporation with a mission “to preserve, expand and manage affordable housing in the City of Portland and provide access to and advocacy for services to our residents”. With over 700 units of affordable housing, PCRI’s unique mix of single-family homes, small multi-plexes and community apartments represents one of the last stable opportunities for low-income households to remain in their vibrant Portland neighborhoods. These homes and apartments are woven into the fabric of their neighborhoods and are a model for eliminating concentrations of poverty.

To accomplish PCRI’s current housing development goal of addressing involuntary displacement, PCRI established a displacement mitigation initiative, Pathway 1000, with the sole purpose and intent of slowing and reversing the involuntary displacement of long-term residents previously forced to move from N/NE Portland, and current residents at risk of displacement. Through the Pathway 1000 initiative, PCRI aims to build and create at least 1,000 homes, many of which will be available to purchase. The homes will be located throughout the city of Portland, with the primary focus on the N/NE Portland neighborhoods where displaced families previously resided.

POSITION Summary:

This position prepares PCRI residents and community members for homeownership. The Homeownership Program Coordinator is responsible for carrying out the day to day operations of the homeownership program to provide excellent homeownership counseling and education services to include but not limited to client intake and scheduling, database entry and maintenance, filing and reporting.

Essential Functions:

Include some or all of the following. Other duties and responsibilities may be assigned.

- Provide counseling & education to first time homebuyers.
- Coordinate homeownership program to ensure projects progress on schedule and within prescribed budget.
- Schedule and facilitate topical seminars and home buyer club meetings.

- Provide related resources and assistance (e.g. financial wellness, credit repair, budgeting and saving, home repair).
- Administer down payment assistance and other mortgage assistance products.
- Accurately prepare and maintain monthly activity reports as well as budgets, program files, and other documents as required.
- Maintain files in accordance with HUD compliance. Conduct regular review of participant files.
- Work directly with our HUD intermediary HomeFree-USA staff as directed.
- Prepare quarterly reports (or as directed) in accordance with City, State, HUD & other contracts.
- Work with Director of Property Management & Resident Services and Resident Services staff on marketing and outreach efforts supporting Pathway 1000.
- Design, implement and manage homeownership education and counseling curriculum and workshops.
- Work closely with IDA / Financial Education Specialist providing educational & other opportunities to engage residents in asset building services.
- Develop supportive narratives and performance data to be incorporated into grant applications and proposals.
- Attend department and company meetings, trainings, etc.
- Maintain resident confidentiality and mutually respectful relationships.
- Must have the ability to reliably travel to properties across the greater Portland area.
- Assist with other duties as assigned.

Job Scope:

The Homeownership Program Coordinator reports to the Director of Property Management & Resident Services. This position requires excellent communication skills, organizational skills, and the ability to maintain client relationships. Attention to detail is critical for maintaining files, database programs, and scheduling appointments and events. This position may come into contact with sensitive financial information, therefore a high level of confidentiality and professionalism is essential. The Homeownership Program Coordinator must be able to work with a team and balance multiple priorities.

Education and/or Experience:

- Bachelor's degree or equivalent work experience in social science, business, public/nonprofit administration or relevant field.
- Experience working in real estate industry, financial services, and/or community development.
- Experience with community outreach and organizing; experience working with diverse populations (particularly low-income communities and communities of color).
- Experience working with city/state/federal regulations.
- Experience working in a non-profit organization.

Necessary Knowledge, Skills, and Abilities:

- Computer proficient, database and data entry experience essential, knowledge of Home Counselor Online preferred.
- Strong conceptual, organizational, and analytical skills.
- Ability to prioritize and multi-task.
- Demonstrated ability to communicate effectively both orally and in writing.
- Demonstrated ability to teach adult education classes.
- Knowledge of N/NE Portland area and social services.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Certificates, Licenses, Registrations:

- Must have HUD Certified Housing Counseling Certification or within six (6) months of hire go through training, prepare and take a test to obtain HUD certification on order to perform job duties.

Compensation / Benefits:

Salary is commensurate with qualifications and experience. PCRI provides a generous benefits package that includes 10 days of paid Vacation after the completion of one year of employment that increase over time to 20 paid days. In addition to paid vacation, PCRI's annual benefits package includes 9 days of paid Sick Leave and 3 days of paid Personal Time Off, 11 paid holidays, employer-paid health coverage (medical, dental, vision) that requires a contribution for employee if dependents added to plan, Long Term Disability Insurance, 403(B) employer match contribution of up to 3% of employee's annual salary. Voluntary benefits include: Life Insurance, Short Term Disability insurance, critical and accidental insurance.

Work Environment:

PCRI is a fast-paced, highly engaged work environment. We strive to communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds. We actively seek opportunities for professional development for our staff and promote a willingness to change for continual improvement.

PCRI is an EEO employer committed to the inclusion of all people in our workplace and programs.

Undergoing and passing a pre-employment criminal background, drug test and physical exam is required.

Reasonable Accommodations:

To perform this job successfully, an individual must be able perform each essential function and the physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Process:

Interested candidates should submit a resume and a cover letter addressing qualifications for the position, to the attention of Tiana Barnett, Office Manager / HR Assistant. PCRI, 6329 NE Martin Luther King Jr. Blvd, Portland, Oregon, 97211, by email at jobs@pcrihome.org, or fax to (503) 943-2844. This position is open until filled. Please note that only those candidates selected for an interview will be contacted.