

Westchester-based Community Housing Innovations Inc., a HUD-approved, non-profit housing agency seeks Housing Counselor for its First Time Homebuyers Program. This position is the main contact for the public and those interested in CHI's down payment assistance grant program. Understanding of mortgage readiness, and property assessments required. Tasks include eligibility review, affordability analysis, home ownership education and counseling, data base management, and playing a primary role in our outreach program, including presenting at orientation events for the community as well as sessions for lenders and realtors, and updating or rewriting the program's website & brochures.

Excellent verbal and writing skills, extremely organized, ability to work with minimal supervision in fast-paced, multi-task environment, and to function effectively in a multi-cultural environment. Must have excellent computer skills, particularly with the creation and maintenance of spreadsheets and mail merge. Previous experience in finance, banking or financial counseling, or Homeownership counseling desired. HUD Homeownership Counseling certification, foreclosure prevention experience; experience with CounselorMax, fluency in Spanish and knowledge of the mortgage lending process a plus. Bachelors Degree required.

Hours: 9 AM to 5 PM; Flexible, with two evenings a month and 2- Saturdays a year for outreach events. Location: White Plains. Send resumes to jestern@communityhousing.org