



African American Alliance for Homeownership

Housing Counselor Job Description

The African American Alliance for Homeownership is seeking a Housing Counselor to become part of the homeownership team. AAAH is a non-profit, 501c3 organization whose mission is to increase homeownership and economic stability for African Americans and other underserved individuals by improving access, ensuring advocacy, and providing education. AAAH services include one-on-one pre-purchase and foreclosure/loss mitigation prevention counseling, homebuyer education, IDA program, credit counseling, financial capabilities, home retention, and annual homeownership fairs.

Position Description: This position is full time. The Housing Counselor is responsible for providing one-on-one pre-purchase counseling and education to first-time homebuyers, and facilitate homebuyer education classes, as needed. The Counselor evaluates the financial picture and homeownership goals for all program participants to provide the appropriate resources and support.

Essential Functions:

- Maintain current and accurate participant files with case notes, financial records and or income documentation; track demographic information and enter data into a web-based system.
- Utilize Service Point and Outcome Tracker data management systems for inputting and tracking client information.
- Provide one-on-one counseling to program participants on personal finance and credit issues. Assist participants in developing financial goals and a concise action plan that will support their goals; determine client mortgage affordability; provide culturally specific information and guidance on the home buying process.
- Support annual homeownership fairs and workshops through fundraising, planning, outreach, marketing, etc.
- Provide on-going follow up to clients according to their most recent action plan; face to face, phone, zoom, or email.
- Represent AAAH at housing functions, neighborhood activities, and appropriate community/partner meetings.
- Work with community partners in the housing & financial industries.
- Position reports directly to the Executive Director.

Additional Requirements:

AAAH relies heavily on all members of the team participating and supporting one another. It is a requirement of this position to work as an active member of the team, as well as being self-motivated.

Qualifications and Skills:

- Knowledge of the principles, practices and techniques of the home buying and the homeownership process. This will include credit, savings, and budgeting, along with an understanding of credit reports and credit reporting agencies. The successful candidate



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- must have or will gain the knowledge of federal, state and local housing regulations, financial institutions, and community services.
- Must have strong communication skills in working with small and large groups.
- Ability to recognize and assess problems, provide financial assessments to program participants, and gather relevant information from a variety of sources that will bring resolve to identified problems.
- Ability to work with diverse populations.
- Proficient computer skills in programs such as MS Word, Power Point, Excel, and data base entry.
- Bilingual in Spanish or another language a plus, but not required.
- All counselors are required by federal law to be Certified within one year of employment. AAAH counselors will be supported in preparing and paying for the certification as long as they are actively employed by AAAH.

Education/Experience: A minimum of a high school diploma or GED is required. A bachelor's degree or an equivalent of education, training, and experience to successfully perform the essential duties of the job is beneficial.

Work Environment: 75% office/classroom, 25% outside office, including travel time.

Work Hours: Because of the nature of our work, flexible hours are offered. On occasions, there may be evening, or Saturday hours required. Employees are required to work 40 hours per week, however 30 hours will be considered upon request.

Compensation: \$28-30/hour DOE); on-going development training.

Benefits: full benefits; medical, dental, eye, alternative care, after 90 days.

Send resume to cheryl@aaah.org or * AAAH, 825 NE 20th Avenue, Suite 225, Portland 97232 *
Fax: 503-595-3519



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