



Housing Action Council

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Position Available Homeownership/ Foreclosure Counselor

The Housing Action Council seeks a full time Homeownership Counselor. Responsibilities include the following:

- Providing credit and budget counseling to prepare low and moderate income households for homeownership and preserve homeownership.
- Counseling low and moderate income households on various aspects of homeownership
- Advising low and moderate income households on mortgage products for first time homebuyers and preservation products.
- Helping low and moderate income households' access grants and loans for first time homebuyers and homeowners.
- Conducting outreach to advise prospective homebuyers and homeowners about the homeownership education and foreclosure prevention program.
- Conducting first time homebuyer workshops and foreclosure prevention workshops.
- Organizing and participating in housing fairs.
- Liaison with financial education and legal services agencies on foreclosure issues.
- Obtaining and maintaining homeownership counselor credentials, including foreclosure prevention.
- Maintaining a database.
- Preparing reports.

Evening hours required on an average once a week; Saturday hours on occasion. Office located in Tarrytown but counseling also conducted in Yonkers and Peekskill.

The Housing Action Council is a not-for-profit organization participating in the New York Mortgage Coalition which is a coalition of lending institutions and community groups in the metropolitan area dedicated to providing quality homeownership counseling and affordable loan products to increase affordable homeownership among low and moderate income households, in particular in the minority communities. HAC has recently expanded its services to include foreclosure counseling.

Skills Required: Detailed oriented, good oral and written communication skills, experience in homebuying, mortgage and/or credit counseling and/or foreclosure prevention preferred. Bachelor degree required.

Salary: Commensurate with experience.

Forward resume to resumes@affordablehomes.org or mail to Housing Action Council.



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