

## **Shared Equity Coordinator**

**Champlain Housing Trust, Burlington VT**



*Join a team of affordable housing and real estate professionals who work daily to generate community stability, promote equity and inclusion, and improve the lives of low to moderate income Vermonters! Champlain Housing Trust is an internationally recognized leader in the field of shared equity homeownership and affordable housing development. Work directly with aspiring homeowners and current homeowners from all walks of life while developing your skills in effective communication, public speaking, and understanding the mechanisms behind this successful non-profit organization. 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.

CHT manages and develops permanently affordable rental housing and affordable homeownership programs in Chittenden, Franklin and Grand Isle counties. CHT's HomeOwnership Center (HOC) is a member of the national NeighborWorks® America network and is comprised of 3 Programs:

1. Shared Equity Program (SEP) helps buyers with down payment assistance to create permanently affordable homeownership options
2. Home Education provides group and individual counseling in financial literacy, homebuyer education and homeowner services
3. Champlain Housing Loan Fund is a community-based loan program for low income homeowners funded mostly with Community Development Block Grants.

### **Essential Functions:**

- Learning the overall workings of CHT and providing basic information to people who call or email wanting information about our shared equity and loan programs.
- Lead Shared Equity Program Informational Sessions explaining CHT's permanently affordable homeownership program both in person and online
- Host open houses and showings of CHT properties.
- Assist shared equity staff with customer eligibility verification and follow-up
- Assist shared equity staff in post-closing information management and follow-up
- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps
- Participate in VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives.
- Engage in professional and personal development activities and networking opportunities.

### **Secondary Functions:**



# VHCB AmeriCorps

- Perform outreach in support of the HomeOwnership Center. Outreach may encompass advertising, contacting community agencies and organizations, organization and completion of special events, volunteer recruitment, and promoting collaborative efforts among organizations/programs

## Desired Qualifications:

- Education level – BA preferred or equivalent experience in related field.
- Technical skills – knowledge of housing, financial literacy and/or lending practices helpful.
- Computer proficiency and experience with Microsoft office preferred; good writing, basic math, and superior interpersonal skills.
- Someone with public speaking skills or the desire to learn.
- Clean driving record, access to a vehicle with some in-state travel required.
- Experience in counseling/support, public speaking, real estate, lending, community services, or affordable housing preferred.
- Strong desire to provide service to the community, highly motivated, well organized, self-starter, and team player.

## Minimum Qualifications:

- 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 a National Service Criminal History Check;
- Be committed to the VHCB AmeriCorps program's ethic of service, appreciation of diversity, 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 Chittenden, Franklin, and Grand Isle counties. Having your own vehicle and working on some nights and weekends are required

Position begins September 8<sup>th</sup>, 2021 and ends August 12<sup>th</sup>, 2022

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 \$6,345 (pre-tax) upon successful completion of service.

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



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# VHCB AmeriCorps

**To Apply:** <https://vhcb.org/our-programs/vhcb-ameri-corps/positions>

For questions about this position or to send additional materials:

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802-861-7338



Application deadline: August 24<sup>th</sup>, 2021 or until filled

Additional information on AmeriCorps is available at [www.americorps.org](http://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: \_\_\_\_\_

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