Shared Equity Program Assistant

Champlain Housing Trust, 88 King Street, Burlington, VT 05401

Champlain Housing Trust (CHT) is a national leader in housing. CHT manages and develops permanently affordable rental housing and homeownership programs in Chittenden, Franklin and Grand Isle counties. CHT has a penchant for developing safe and affordable housing using innovative and exciting new approaches; many are duplicated around the world. Serving as the Shared Equity Program Assistant, you will be on the cutting edge of CHT’s innovative spirit, and be working directly with people in the community. In this position, you will help people understand and have access to housing opportunities. You will make a real difference in the lives of many people.

Join a professional team of experts and gain knowledge about our three programs in the HomeOwnership Center:

1. Our internationally recognized Shared Equity Program (SEP) makes homeownership possible for hundreds with down payment assistance. This model successfully creates a portfolio of permanently affordable homeownership options.
2. Home Education offers a number of programs to help people access housing, and improve or retain housing. CHT offers group workshops and individual counseling in financial literacy, homebuyer education and homeowner services
3. Our Champlain Housing Loan Fund is a community-based loan program for low-income homeowners or mobile home buyers. We offer assistance to help people improve and stabilize their housing.

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.

The Champlain Housing Trust is a community land trust that supports the people of northwest Vermont and strengthens their communities through the development and stewardship of permanently affordable homes and related community assets. This position supports the Shared Equity Program team and works with potential buyers and current homeowners by leading educational meetings and providing one-on-one customer service.

Essential Functions:

- Learning the overall functions 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
- 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
VHCB AmeriCorps

- Assist with the outreach regarding our BIPOC homeownership initiative including, marketing, hosting information meeting, distributing flyers, etc.
- Assist shared equity staff in information management
- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps
- Participate in all VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives.
- Engage in professional and personal development activities and networking opportunities.

Secondary Functions:

- Assist shared equity staff with customer eligibility verification and follow-up.
- Host open houses and showings of CHT properties.

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:

- Some evening and weekend hours may be required but would always be planned in advance.
- 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 an 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:

The position is mainly in an office environment from 8:30am to 5pm. But it may require some remote service as well as outreach within the community in Chittenden, Franklin, and Grand Isle counties. Having your own vehicle is preferred and serving on some nights and weekends is required.
CHT is a supportive and team-oriented environment. We strive to make the AmeriCorps position a success for both the member and CHT.

Position begins September 7th, 2022 and ends August 11th, 2023

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 $22,950 (pre-tax), and an education award of $6,495 (pre-tax) upon successful completion of service.

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

To Apply: https://vhcb.org/our-programs/vhcb-americorps/positions

For questions about this position or to send additional materials:

Jaclyn Marcotte
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Burlington, VT 05401
jmarcotte@getahome.org
802-861-7338

Application deadline: No later than August 24th, 2022. Applications accepted on a rolling basis; open until filled

Additional information on AmeriCorps is available at 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:_________________________