

COLORADO HOUSING ASSISTANCE CORPORATION

POSITION OPEN: CHAC Assistant

Organization Overview: Colorado Housing Assistance Corporation (CHAC) is an established non-profit agency dedicated to increasing affordable housing opportunities for lower income people. CHAC makes small loans to first time homebuyers and provides home buyer education and counseling. We are looking for an energetic individual who will enjoy the challenges of working in this rewarding field and who will contribute significantly to the organization.

Overview of Position: The CHAC Assistant will assist and coordinate with all aspects of CHAC's programs and front desk office duties. The CHAC Assistant will evaluate applications for program compliance and loan qualification and works closely with borrowers and lenders. This position also serves as a "front desk" position that involves answering phones, greeting visitors, and providing information. It also involves managing the mail, equipment, and other activities. It also requires providing support and assistance to other staff members, companies and others to provide timely service and accurate information.

MAJOR RESPONSIBILITIES

- Review and evaluate downpayment assistance loan applications and related documents for program compliance and loan qualification.
- Data entry and file maintenance for customer and agency files, activities and reporting.
- Communicate effectively with CHAC's customers, borrowers, lenders, title closers and others.
- Provide referrals as appropriate to specific client needs.
- Manage and Maintain Front Desk Duties
- Act as administrative assistance to other staff.

QUALIFICATIONS

- Three (3) years work equivalent experience including one (1) year in mortgage lending, banking, real estate, nonprofit homeownership lending or related field or a Bachelor's Degree in related field in lieu of work experience.
- Experience and understanding in affordable housing, mortgage lending or real estate, not required but a Plus.
- Math skills and basic understanding of finance are necessary to understand, calculate and evaluate information specific to mortgage loans and financing.
- Strong spoken and written communication skills.
- Analytical and organizational skills; high level of attention to detail.
- Ability to work with a variety of people and organizations.
- Computer literacy in Microsoft word processing, spread sheet and database programs.
- Bi-Lingual English-Spanish –Preferred, not required.
- Bachelor Degree—Preferred, not required.
- HUD Housing Counseling Certification or experience not required but a Plus.

OTHER REQUIREMENTS

- Demonstrate the ability to self-manage time and work priorities, and willingness to assume additional responsibilities.
- Maintain confidentiality of all business/work information.
- Demonstrate the ability to meet reasonable expectations of customers and coworkers.
- Demonstrate respect for diversity.
- Demonstrate the ability to function both individually and in a team environment.

This is a full-time primarily in person office position. (8:30-5:00, M-F).

Please visit our website for more information about our agency and programs. www.chaconline.org

COMPENSATION and BENEFITS

Salary: \$27--\$32 per hour: negotiable, dependent upon qualifications and experience.

Health insurance paid

Retirement program (after 2 years)

Flexible time off policy

Free Parking

For consideration, please email resume and cover letter to frontdesk@chaconline.org.

COLORADO HOUSING ASSISTANCE CORPORATION, (CHAC), is an equal opportunity employer.