



The Virgin Islands Housing Finance Authority  
is seeking qualified applicants for a position on the island of St. Croix  
**HOMEOWNERSHIP COORDINATOR III**

The Homeownership Coordinator III is responsible for assisting in the planning, development and administering of the Homeownership Education and Counseling Programs, provides budget, credit and debt management counseling to long-term applicants. Also responsible for conducting marketing and outreach activities in accordance with the Authority's marketing plan.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- ⇒ Facilitates the home buyer education program, utilizing a comprehensive curriculum and a variety of interactive techniques.
- ⇒ Plans classes, schedules presenters and coordinates graduation activities for homebuyer education classes. Prepares resource materials, visual aids and programs agenda for all classes.
- ⇒ Conducts community education presentation/workshop and "micro" seminars with various community groups.
- ⇒ Prepares resource materials, visual aids and programs agenda for all classes.
- ⇒ Maintains database and mailing list of clients and potential clients.
- ⇒ Coordinate and processes referrals from VIHFA Rentals and Federal Programs Divisions, USDA Rural Development, V.I. Housing Authority and other entities, and provides feedback on applicants participating in Homeownership Training and Counseling Programs.
- ⇒ Counsels homeownership clients on personal and family finances such as excessive spending and borrowing of funds, and prequalifies applicants to determine mortgage readiness.
- ⇒ Conducts counseling orientation meeting and completes intake and assessment with client profile information.
- ⇒ Develops a written Action Plan to overcome barriers to homeownership to include the development of a personal budget, debt reduction and savings goals for clients.
- ⇒ Monitors clients' progress with timely follow-ups in accordance with the stated Action Plan.
- ⇒ Collects client data and ensure files are maintained according to established standards.
- ⇒ Establishes referral networks for individuals and families.
- ⇒ Conducts post-purchase counseling sessions.
- ⇒ Develops and implements outreach strategies according to the Authority's marketing plans.
- ⇒ Assists with the development of homeownership associations.

**QUALIFICATIONS:**

- ⇒ **Education:** Bachelor's Degree from an accredited college or university in Counseling, Business Administration or related field. Certification in Homeownership Education and Housing Counseling required. Must be acquired within six months of hire.
- ⇒ **Experience:** 4-7 years of counseling experience. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills and Abilities:** Strong knowledge of the home buying process, budgeting, money management, mortgage financing, loss mitigation and foreclosure prevention; Ability to write reports, business correspondence and procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public; Demonstrate an understanding of adult education techniques and training; Exhibit professional communication and organizational skills including listening skills, customer service and time management; Computer literate to include Microsoft Word, Excel, Outlook and Power point; Good analytical, organizational and communications skills; Ability to be flexible and work under pressure; Ability to work harmoniously with other agency personnel; Ability to maintain confidentiality in all assignments; Ability to multi-task, work collaboratively in a team-oriented environment and problem solve; Ability to analyze data, perform multiple tasks and work independently; Ability to adapt to the National Industry Standards Code of Ethics and Conduct for Homeownership professionals; Must possess a valid Virgin Islands Driver's License.

**SALARY:** \$41,600 - \$56,160 per annum depending upon qualifications

**APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation.

**During the Stay at Home period, application packages will only be accepted electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov).** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov).

**Deadline for submittal of application package is Thursday, May 6, 2021;** however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.