

## **HOMEOWNER PROGRAM MANAGER -**

Habitat for Humanity of Greater Volusia County seeks a full-time Homeowner Program Manager. This position is responsible for the overall homeownership program of the affiliate including the key task of helping eligible applicants develop the necessary skills, knowledge, and confidence to become successful homeowners.

### **Required knowledge, education, and skills:**

- Strong background in social work, social services and/or case management
- Bachelor's degree required, master's degree preferred
- Proficient communication skills –excellent written and verbal skills with the ability and knowledge necessary to represent HFH of GVC in working with program applicants; committee volunteers; house sponsors; local officials; and neighborhood residents. Ability to speak/read Spanish – a plus
- Excellent people skills (patience and ability to lead) working with people of all backgrounds and skill levels
- Facility with public speaking
- Commitment to assisting individuals and families of low-income achieve homeownership goals
- Computer literacy – familiar with programs, including Microsoft, Outlook, Excel, and strong organizational skills
- Creativity and knowledge in sustaining and enhancing an education program for homeownership, including key components of: financial literacy; home maintenance; and responsibilities of homeownership
- Three years related experience
- Physical ability to sit and stand for lengths of time, ability to set up booths for fairs/workshops, ability to conduct workshops and presentations

### **Key Responsibilities and duties:**

- ✓ Oversight of the entire homeownership program – application process, homeownership education, community outreach and coordination/collaboration with Homeowner Selection Committee, including scheduling and meeting minutes.
- ✓ Continuation of existing community-based service provider relationships as well as development of new relationships
- ✓ Create and maintain Homeowner Candidate and Homeowner files
- ✓ Actively and effectively participate in research and education opportunities to fully understand: HFH of GVC homeownership program policies and procedures; fair housing laws; HUD housing income guidelines; down—payment assistance policies, and requirements.
- ✓ Maintain and update all program collateral materials, community public service announcements and website program information as needed
- ✓ Work closely with fellow affiliate staff for coordination of Homeowner Candidate sweat equity requirements, construction/renovation site participation, volunteer involvement, down-payment assistance , house closing
- ✓ Participate in all HFH of GVC events, presentations and community outreach as assigned/directed – work closely with fellow affiliate staff in event planning, preparation and execution
- ✓ Ensure that Homeowner Candidates are provided resource materials and that we have identified any/all opportunities for down-payment assistance, homeowner education, enrichment activities, and other opportunities as available
- ✓ Develop relationships with counterparts at other Habitat for Humanity affiliates – maintain an active communication process for discussion and collaboration
- ✓ Work closely with Construction staff and Volunteer Coordinator to ensure that partner families are productively and successfully engaged in the construction/renovation process.
- ✓ Develop a working knowledge and understanding of the Habitat mission and philosophy.

This position is salaried and requires a flexible work week which will include varied weekend and evening hours to accommodate job duties. Starting annual salary range between \$39,000-\$44,000 based on experience. A generous benefit package (includes health, dental, IRA match, vacation and PTO) is included following a 90-day probationary period.

**Hiring Requirements include:** background checks; medical and drug screening; State of FL Driv. License.

**How to Apply:** Please send: a **Cover Letter** that includes your specific experience, education, and interest in this position; **Resume** and list of **three local professional references**- by email or regular postal mail to:

Lori M. Gillooly, CEO, Habitat for Humanity of Greater Volusia County

1030 W. International Speedway Blvd., 2<sup>nd</sup> Floor, Daytona Beach, FL 32114 email: [ceo@habitatgvc.org](mailto:ceo@habitatgvc.org)

**Habitat for Humanity of GVC is an equal opportunity employer**

The Habitat mission promotes the idea of opportunity, accountability, and achievement. For the right candidate, this position offers a unique opportunity to truly make a difference in our community.