



**Position:** Family Resource Manager

**Reports to:** Chief Executive Officer

**HOURS AND BENEFITS:**

40-hours per week, occasional work outside of normal business schedule, primarily based in Office located in the Port Angeles Habitat Store. Monday Thru Friday ~ 8:00 am – 4:30pm with a ½ hour lunch. Position open and ready for immediate employment.

**Paid Holidays:** New Year’s Day, MLK Jr. Day, President’s Day, Good Friday, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving and the day after, and Christmas Day. (Christmas to New Year’s Break *after 90 days*).

Monthly accrued vacation and sick time. (Available for use upon completion of initial *90-day probationary period*.)

**Salary:** \$52,000 to \$60,000 annually DOE

**Description**

The Family Resource Manager, is responsible for the planning, strategy, management, and implementation of homeownership and home repair programs at Habitat for Humanity of Clallam County. Habitat for Humanity of Clallam County Family Resource Manager will work to ensure the success of our program participants while focusing on what is in the best interest of the organization with respect to its goals, mission, and values.

**Key Responsibilities:**

- Develop, manage, and grow the Homebuyer and Home Repair programs.
- Provide a consistent, high level of service and protection to prospective homeowners' sensitive and personal information while supporting affiliate compliance within the complicated landscape of mortgage lending, and anti-discrimination laws.
- Oversee all Family Partner manuals, documents, and processes for use and update as needed for compliance with applicable federal, state, and local affordable housing regulations.
- Responsible for accurate financial and household income evaluation and processing of all program application materials with Family Services Committee, including Board Members and Community Volunteers.
- Management of homebuyer real estate closings.
- Develop relationships with outside agencies to further advance our programs and provide greater service to our partner families and the communities we serve.
- Work to create marketing materials for our programs, ensuring all materials are professional, accurate, and meet Fair Housing requirements.
- Work independently without direct supervision
- Serve as liaison, between the Construction Team and client (family partner) to communicate project schedules, next steps, sweat equity and required family partner classes.
- Lead outreach efforts for Affiliate programs.
- Support and participate in special event days, some outside of normal business days/hours.
- Help market and participate in annual fundraising events.
- Serve on internal and community-based committees that relate to the performance of this position.

**Required Skills:**

- Ability to communicate clearly and concisely verbally and in writing.
- Ability to establish and maintain cooperative relationships and work with people from a wide variety of social, economic, and ethnic backgrounds.
- Computer proficiency including Microsoft Office Applications.
- Strong critical thinking and analytical skills, accuracy, high attention to detail, and thoroughness.
- Ability to operate efficiently and quickly in a fast-paced environment.
- Ability to obtain a *Qualified Loan Originator* certification by HFHI and willingness to renew annually on both state and federal level required.

**Preferred Skills:**

- Working knowledge of CFPB (Consumer Financial Protection Bureau) and Fair Housing Law.
- CAPS (Certified Aging in Place Specialist) training or certification.
- Bachelor's Degree in Social Work, Publication Administration, Human Services, or related field or equivalent work experience.
- Minimum of 2-years' experience in social services and/or affordable housing in a not-for-profit environment or related field required.
- Program management experience is strongly preferred.
- Residential lending experience strongly preferred.

**APPLICATION PROCESS (NO CALLS OR WALK-INS PLEASE):**

If you're interested in joining our team, ***please send a cover letter and resume to [info@habitatclallam.org](mailto:info@habitatclallam.org) no later than: April 18, 2022 at 5:00 pm***

If you are selected for an interview, you will be contacted by a representative of Habitat for Humanity of Clallam County.

Habitat for Humanity of Clallam County is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status.

Employment with Habitat for Humanity is voluntary and is subject to termination by you or Habitat for Humanity, "At Will", with or without cause, and with or without notice, at any time.

**Must possess valid Washington State driver's license.  
Must be able to pass background check, drivers abstract, and potentially a drug test.**