Housing Coordinator - Job Description
ASIAN, Inc.

DEPARTMENT: Housing Division
FLSA DESIGNATION: Non-Exempt
REPORTS TO: Housing Director
AVAILABLE SHIFTS: Part-Time
SALARY RANGE: $17.50 Per Hour

Summary of Position:

Under the direct supervision of the Housing Director of the Housing Division, the Housing Coordinator is responsible for assisting Housing Director with case management, conducting and attending homebuyer and foreclosure education workshops, reporting, and other programs as needed. This position requires the use of independent judgment and decision-making skills. At times, due to the heavy client workload and client’s sensitive issues of clients, this position requires excellent time management and stress management skills. Specific duties include the following:

Duties and Responsibilities:

• Utilize Client Management System for reporting to funders regularly
• Review personal and confidential client’s documents
• Coordinate housing workshops
• Communicate/coordinate with clients, lenders, investors, and others as needed
• Maintain the database associated with housing counseling and homebuyer assistance
• Attend training and classes as needed
• Comply with all requirements of contracts and agreements
• Other duties as assigned

Qualifications:

• Excellent case management skills
• Must be bilingual
• Ability to work with clients in an individual and group basis
• Excellent customer service skills
• Professional demeanor and networking skills
• Computer skills, including Microsoft Office Word, Excel, PowerPoint, Outlook and internet
• Excellent written and oral presentation skills
• Ability to manage time effectively, ability to work independently without close supervision
• Be available to work weekends and evenings as needed
• Experience in real estate, lending or related area preferred