

Position Announcement

PathStone is seeking a **Homeownership Counselor** to providing counseling to homebuyers in Canandaigua, NY.

who

us

PathStone is a nonprofit organization based in Rochester, NY with a mission of building family and individual self-sufficiency by strengthening urban and rural communities. PathStone operates 12 lines of business in the areas of training and employment, health and safety, housing services and community development.

PathStone's Homeownership Services educate individuals and families about the home buying process, wealth, and asset building, enabling them to move forward towards successful purchase of safe and affordable housing.

What sets PathStone apart from the rest?

- PathStone's two distinct lines of business—direct services and community and housing development—are rarely combined within one organization. This means that our staff are exposed to a broad number of programs and a variety of job functions.
- PathStone has a reputation for taking strategic risk. Our belief that “we don't know until we try” is why we have continuously developed innovative programs over the last 40 years.

you

You are looking for a challenge and a chance to change the world for the better. You know that social impact is as important a measure of corporate success as profitability. You want to use your creativity to find quicker, better and more cost-efficient ways to help people. You are ready to try on new hats and find new solutions to old problems. You want to make a difference in the lives of others.

What sets you apart from the rest? Specifically, you have the following skills, experience and/or education:

- Associates Degree in related field or at least 3 years' experience in home ownership related occupation (mortgage lender, non-profit developer, housing counselor etc.)
- Bilingual preferred (Spanish/English)
- Technical and interpersonal skills necessary for working with families on personal financial matters
- Ability to plan and lead workshops and classes
- Must have knowledge of grants programs such as HOME Investment Partnerships Program (HOME), Affordable Housing Corporation (AHC), Community Development Block Grant (CDBG), etc.
- Must pass the test for Housing and Urban Development (HUD) Housing Counseling Certification by August 1st, 2020
- NeighborWorks Center for Homeownership Education and Counseling (NCHCE) certification in Pre-Purchase Education and Homeownership Counseling and Pennsylvania Housing Finance Agency certification is required within 18 months of hire

what

This is a full-time position. The Homeownership Counselor is responsible for pre and post purchase counseling to low to moderate-income households involved in the PathStone Homeownership Program. Specifically, this position is responsible for:

- Providing all the basic material relate it to the householder's particular situation

- Interpreting financial information for the buyer and lenders
- Pre-qualifying/preparing families for mortgages and grants, and working with a lender
- Advising families of various mortgage products suitable to their needs
- Developing formal training materials and present them to program participants and external groups
- Budget development for class training as well as assisting families develop a personal budget and savings plan

where

This position is located in Canandaigua, NY.

when

This position is available immediately.

why

PathStone offers a chance for you to improve the world, but we also know that you have bills to pay. We offer a competitive compensation and benefits package, including:

- Base salary is based on demonstrated experience and qualifications.
- Health insurance for eligible employees
- Pension plan for eligible employees with an employer contribution
- Annual cost-of-living adjustment and merit-based pay increases
- Generous vacation and holidays
- Employment at PathStone qualifies for the federal Public Service Student Loan Forgiveness program

how

Please submit your resume to apply@pathstone.org, with “**172-18**” in the subject line, no later than November 23, 2018.

PathStone is an Equal Opportunity Employer. Our TDD number for the deaf and/or hearing impaired is 1-800-545-1833. Any applicant may request assistance in completing the application process by emailing apply@pathstone.org.