



22551 Second Street #200
Hayward CA 94541
510-581-9380

Eden Council for Hope and Opportunity

www.echofairhousing.org

HOMEBUYER EDUCATION COUNSELOR

20 hours per week/\$22 per hour

ECHO Housing is a private non-profit agency with offices throughout the Bay Area offering a variety of housing counseling programs to renters, housing providers, and first-time homebuyers. ECHO is seeking applicants to assist residents with Pre-purchase Counseling and First-Time Homebuyer Education.

Duties and Responsibilities

- Responsible for organizing, promoting, delivering, and reporting for Pre-Purchase Counseling and Homebuyer Education programs
- Provide counseling in the areas of mortgage default and delinquency, foreclosure prevention, predatory lending, credit, budgeting, spending, and savings.
- Maintain client and program files and provide periodic reports
- Monitor and maintain knowledge of local, state, and federal housing, credit, and financial literacy programs for low and moderate income residents
- Maintain knowledge of industry lending trends, state, local and federal resources available to homebuyers and homeowners.
- Develop referral sources by building relationships with local real estate professionals, local government, and other applicable community agencies
- Participate in internal program development and expansion
- Participate in local outreach events and orientations

Qualifications

- Associate's Degree in related field and/or relevant experience.
- Experience working with state and federal programs for First-Time Homebuyers Education helpful.
- Ability to communicate effectively (oral, written, and listening skills) with clients, staff, and community groups.
- Knowledge of residential sales and escrow process, including standard purchase/sales, loan, deed and title documents helpful
- Experience in delivering presentations to groups.
- Use of an insured automobile and a valid California Driver's License.
- Bilingual in English and Spanish necessary.

Interested parties are required to submit a resume and cover letter describing how their personal or professional experiences relate to this position at contact@echofairhousing.org.

ECHO Housing provides full medical coverage for employees working 20 or more hours per week, and the option of a payroll deducted dental plan. Employees may join a credit union, and a tax sheltered annuity program. Full-time employees work 35 hours per week, and are entitled to eleven holidays per year, two weeks of annual vacation (which increases with time), and additional leave days off.

ECHO Housing is an Equal Opportunity Employer.

