



770 A Street
Hayward CA 94541
510-581-9380

Eden Council for Hope and Opportunity

www.echofairhousing.org

HOME BUYER EDUCATION COUNSELOR

20 hours per week: \$22 - \$25 hourly

ECHO Housing is a private non-profit agency with offices throughout the Bay Area offering a variety of housing counseling programs to residents, as follows: fair housing counseling and investigation; tenant/landlord counseling and mediation; shared housing counseling and placement; pre-purchase counseling and education; rental assistance; and homeseeking services.

ECHO is seeking applicants to work in the ECHO Housing Opportunity Center (Livermore) to assist residents in Alameda and Contra Costa Counties with Pre-purchase Counseling and First-Time Homebuyer Education. **Currently, this position is 20 hours per week, Monday through Wednesday, but hours may increase. Training for HUD certification will be provided.**

**** PLEASE SUBMIT COVER LETTER AND RESUME.****

****POSITION OPEN UNTIL FILLED.****

Duties and Responsibilities

- Responsible for direct service provision and reporting for Pre-Purchase Counseling and First-Time Homebuyers' Classes
- Organize, promote, and deliver Homebuyer Education programs
- Provide counseling in the areas of mortgage default and delinquency, foreclosure prevention, predatory lending, credit, budgeting, spending, and savings.
- Monitor client progress and schedule additional counseling sessions, as necessary
- 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
- Other duties as directed by supervisor

Qualifications

- Associate's Degree in related field and/or relevant experience.





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- Experience working with State and Federal programs for First-Time Homebuyers Education preferred.
- Ability to communicate effectively (oral, written, and listening skills) with clients, staff, and community groups.
- Knowledge of the residential sales and escrow process, including standard purchase/sales, loan, deed documents and title documents.
- Excellent presentation skills and experience in delivering presentations to groups.
- Knowledge regarding online Client Management Systems.
- Use of an insured automobile and a valid California Driver's License.
- Bilingual in English and Spanish necessary.

ECHO Housing provides full medical coverage for employees working 20 or more hours per week, as well as the option of a payroll deducted dental plan. In addition, 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. Part-time employees are eligible for prorated holidays, annual vacation, and prorated additional leave days off.

ECHO Housing is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, sexual identity, or disability.

