

Many residents of Greater Des Moines struggle daily with the lack of decent and affordable housing. In Polk County, thousands of working families do not earn enough to qualify for a traditional mortgage. If you are great with people, have a good understanding of the mortgage process and have a willingness to help people with one of the biggest purchases of their lives, then this could be the right career for you!

#### **THE JOB:**

GDM Habitat for Humanity's **Housing and Financial Counselors** provide housing counseling and financial education primarily to low-income first-time homebuyers. People in this role work one on one with potential homebuyers to assess their financial situation and make an action plan to become mortgage ready. **Housing and Financial Counselors** are required to be HUD Certified and are well versed in credit, personal finance, and the home buying process.

In addition, the **Housing and Financial Counselor** is required to have a strong technical background with emphasis on mortgage lending, financial counseling and/or real estate and foreclosure law. Flexibility and an optimistic, while realistic, attitude, is necessary to best manage a client's expectations. This position has a flexible schedule that will include some evenings and most Saturdays.

#### **BENEFITS:**

- Medical, dental and vision insurance with very generous employer contribution
- Retirement plan with employer match
- Long-Term Disability insurance paid by employer
- Generous PTO plan PLUS 10 Paid Holidays
- Education Reimbursement plan
- Employee Referral Bonus
- ReStore Discount
- Tool Lending Library Membership

#### **REQUIREMENTS:**

- College degree and/or 1-2 years of relevant professional experience in social work/human services, adult education, personal finance, financial counseling, or a related field.
- This position requires an existing HUD Counseling Certification or for the certification to be attained within 9 months of hire date.
- The desire to serve historically excluded populations while facilitating their growth.
- Outstanding communication and interpersonal abilities.
- Highly organized and detail-oriented skills.
- Must be proficient with Outlook, Word, Excel, PowerPoint, Salesforce, and other programs and platforms used regularly to complete job duties.
- Confidentiality with all client information.



We are an equal opportunity employer.

<https://gdmhabitat.org/>

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