



Homebuyer Eligibility Associate needed for Habitat for Humanity of San Antonio, a large non-profit, single-family homebuilder and social service provider. If you are a fun, energetic, person with great organization, follow-through and people skills and are looking for a meaningful job, with good pay, GREAT benefits, and a stable employer, we could be the place for you!

We work hard but celebrate families so we offer unique benefits like being closed from Christmas Eve through New Year's Day as PAID holiday leave! We offer a reasonable work schedule, paid vacation, paid sick leave, a great retirement plan with a generous employer match, paid employee health insurance with generous cost-sharing for dependent health, and many other benefits to help our employees take care of their own families.

Job Duties:

- Process Mortgage Counseling Questionnaires, order credit reports, and analyze data to determine eligibility to apply for Habitat's homebuying program.
- Process eligibility status letters using mail merge and prepare envelopes for delivery.
- Accurately enter data into spreadsheets and online databases.
- Assist with Habitat's mortgage counseling program to help ready future prospective applicants.
- Monitor and motivate clients as they progress through each stage of the homebuying program.
- Facilitate intake appointments and homebuyer education classes, as needed.
- Conduct outreach activities to build a pipeline of qualified homebuyers. Liaison with external agencies and prepare and present program information for various audiences.
- Provide excellent customer service as a backup receptionist for daily inbound calls, in-person visits, check distribution, and model home tours.
- Assist the underwriting department with data entry, filing, and document requests.

Qualifications:

- Minimum 2 years' experience in clerical work, office tasks, organizational duties.
- Goal and team-oriented, a positive attitude with a good sense of humor, great people skills, with strong written and oral communication skills (must be bilingual in Spanish);
- Detail-oriented with proficiency in producing timely paperwork, adherence to policies and procedures, and effectively multi-tasking to meet deadlines with minimal supervision.
- Proficient computer skills with independent operation and utilization of Microsoft Office software programs including Word, Excel, PowerPoint, Publisher, and Outlook, Adobe Acrobat Pro, and loan origination and processing software.

Physical Abilities Required:

- Some of the work is performed while standing and/or walking.
- Requires the ability to lift, carry, push or pull medium weights up to 20 lbs
- Requires use of abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Requires bending, squatting, twisting, climbing, and reaching.
- Requires the use of hands for simple grasping, fine manipulations, and computer operations.
- Requires quickly moving hands, or hands together with arms, or two hands to grasp, manipulate, and handle objects.

Homebuyer Eligibility Associate (Family Services Associate)
Posted: 04/08/24

This full-time position generally works Monday-Friday. Normal office hours are 8:00 a.m. – 5:00 p.m. however there are some evening hours several days a month on pre-scheduled class days. Occasionally there will be Saturday meetings and events. Habitat offices, facilities, jobsites, and vehicles are all smoke and tobacco-free environments. The selected candidate will be joining a highly effective, efficient, and high-performing team!

EOE. Interested candidates should submit a cover letter, resume, and preferred salary range to:

- By email with “HB Eligibility Associate” in the subject line to jobs@HabitatSA.org, OR
- By fax to (210) 223-5536

Filling this position is a priority so please apply promptly! The job posting will close if and when a suitable candidate is hired. For more information, please visit our web page habitatsa.org