



Title: Homeownership Counselor  
Reports To: Homeownership Program Manager  
Prepared Date: April 2008

**SUMMARY:**

Mission Economic Development Agency (MEDA) is a community-based, local economic development organization which, for over 32 years, has engaged individuals and small business in community-building strategies that together lead to appropriate and equitable economic development in the Mission District. MEDA primarily serves low-income clients, focusing on the Latino and/or Spanish-speaking community. In accomplishing its mission, MEDA is involved in three distinct activities: small business assistance, homeownership counseling and community planning.

The Homeownership Program's mission is to increase community sustainability through financial education and homeownership creation and preservation. MEDA's homeownership program provides pre-purchase homebuyer education workshops and one-on-one individualized counseling and foreclosure intervention counseling. MEDA also works in partnership with our government partners to influence and shape housing policy.

**DUTIES AND RESPONSIBILITIES:**

The Homeownership Counselor will be responsible for working with low- and moderate- income San Francisco households, focusing predominantly on the Latino community to help them navigate through the homeownership process and develop long-term financial plans. The counselor may also be responsible for counseling clients at risk of foreclosure to assess their financial options for preventing foreclosure. The position will work closely with the Mayor's Office of Housing, financial institutions, real estate professionals, and other industry partners. The position also works closely with the Homeownership Program team to coordinate activities and to remain current on developments in the real estate industry. MEDA seeks a highly motivated individual with a strong understanding and commitment to assisting low and moderate income families. We are willing to train the right candidate. The following are the major duties and responsibilities of the position:

- Facilitate homebuyer and financial education workshops in Spanish and/or English.
- Conduct individual counseling and case load management for Spanish and/or English speaking clients on topics such as credit, debt management, savings, budgeting, special assistance programs for homeownership, foreclosure intervention, and other topics as appropriate.
- Conduct intake for Spanish and/or English speaking clients seeking homeownership counseling assistance.
- Answer and respond to general inquiries, including enrolling participants for workshops and processing new client information
- Assist in the maintenance of the program's database, including data collection, input and program reporting.
- Assist in the preparation of workshop materials, mailings, fliers and other outreach and marketing materials for the homeownership program
- Assist in the planning and execution of the Annual Homeownership Fair
- Contribute to the creation of partnerships with real estate agents, lenders, developers, financial industry professionals, and community based organizations.
- Assist in new curriculum development and existing curriculum refinement.
- Represent the organization in various community forums.
- Participate in advocacy for affordable homeownership opportunities in San Francisco.

**QUALIFICATIONS:**

- Minimum of Bachelors Degree, or equivalent required
- Excellent verbal communication, presentation skills, and customer service
- **Spanish fluency required.** Must be able to read and write in Spanish.
- Professional or personal or experience working with communities of color required
- Excellent writing and computer skills including word processing and use of database systems
- Strong interpersonal skills required.
- Experience in personal financial education, homebuyer education, and/or foreclosure intervention counseling preferred.
- Familiarity with San Francisco's real estate market, mortgage lending practices, first-time homebuyer programs, and affordable housing preferred
- Must be available to work outside regular business hours.

**CONTACT:**

Send resume and cover letter to:

Email: [hr@medasf.org](mailto:hr@medasf.org)

Fax: (415)282-3320