

## **Capacity Building Committee Meeting, Nov. 12, submitted by Dana Jelinek**

Present: Larry Glazier, LoriaLei Thunker, Courtney Berg, Marty Markvicka, Max Luber, Brian Schultz, LeAnne Doose, Megan Cure, Kristin Johnson and Dana Jelinek

The committee reviewed the revised three year goals and quarterly action steps for eight areas of our work. These were compiled from the assessments, board work and committee feedback. Some adjustments were made for clarity. There may still be some areas with overlapping goals.

Dana will submit this draft to a Capacity Building rep from HFHI for feedback before we finalize this portion.

The group also worked on ideas for the Homeowner Services Coordinator job description. Initial ideas (below) have also been submitted to the CB rep for feedback.

### **Job Title: Homeowner Services Coordinator**

Reports to: Executive Director

#### **General Statement of Duties:**

The Family Service Representative will be responsible for coordinating the mortgage loan origination process from application to approval. This position will work closely with future homebuyers and our formal Homebuyer Education Program. This position will also process applications and loans for the Owner Occupied Repair Program.

#### **Duties and Responsibilities**

Mortgage Origination

Loan Applications

- New Home Purchase
- Owner-occupied repair program

Process Home Loan applications for Selection Committee review.

- Work with Selection Committee through application process

Homebuyer Education Program

Work with Homebuyers and Homeowners / Family support/Family Selection

Implement Loan and Application process for Repair Program

#### **Position Qualifications and Knowledge:**

High School Diploma or equiv.

Excellent verbal and written communication skills

Demonstrated customer service skills

Working knowledge of Microsoft applications

Detail Oriented

Highly organized

Position will require registration with the Nationwide Mortgage Licensing System (NMLS), which is paid for by Grand Island Area Habitat for Humanity.

Ability to work well with others.

Valid driver's license

Pass a background and credit check

Maintain confidentiality

Preferred:

Bilingual

Banking/financial institution background

#### **Working Conditions:**

Some evening and weekends

Ability to lift 50lbs

Primary office setting

Offsite locations including construction site and applicant home visits