

Home Education Program Coordinator

Champlain Housing Trust (CHT), 88 King Street, Burlington VT 05401



Champlain Housing Trust (CHT) is a national leader in housing. CHT manages and develops permanently affordable rental housing and homeownership programs in Chittenden, Franklin and Grand Isle counties. CHT's HomeOwnership Center (HOC) is a member of the national NeighborWorks® America network. CHT has a penchant for developing safe and affordable housing using innovative and exciting new approaches; many are duplicated around the world. Serving as the Home Education Program Coordinator, you will be on the cutting edge of CHT's innovative spirit, and be working directly with people in the community. In this position, you will help people understand and have access to housing opportunities. You will make a real difference in the lives of many people.

Join a professional team of experts and gain knowledge about our three programs in the HomeOwnership Center:

1. Our internationally recognized **Shared Equity Program (SEP)** makes homeownership possible for hundreds with down payment assistance. This model successfully creates a portfolio of permanently affordable homeownership options.
2. **Home Education** offers a number of programs to help people access housing, and improve or retain housing. CHT offers group workshops and individual counseling in financial literacy, homebuyer education and homeowner services
3. Our **Champlain Housing Loan Fund** is a community-based loan program for low-income homeowners or mobile home buyers. We offer assistance to help people improve and stabilize their housing.

This position is part of the Vermont Housing & Conservation Board AmeriCorps (VHCB AmeriCorps). The VHCB AmeriCorps program supports the innovative dual-goal approach to creating stable affordable housing opportunities for Vermont residents while preserving the natural and working landscape. VHCB AmeriCorps is a national service program that places members with non-profit housing or land and energy conservation organizations around the state.

The Champlain Housing Trust is a community land trust that supports the people of northwest Vermont and strengthens their communities through the development and stewardship of permanently affordable homes and related community assets. This position supports the Home Education team and works with potential renters and buyers as well as current homeowners.

Essential Functions:

- Learn the overall functions of CHT and the HomeOwnership Center to develop an understanding of various housing options; with a special emphasis to learn the intricacies and value of homebuyer education, financial capability and housing stabilization programs. Provide basic information to people wanting to know about Home Education programs and services.



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- Assume the primary responsibility for triage and intake for clients seeking help with eviction prevention, delinquency foreclosure and access to community financial assistance programs called housing stabilization. Assist clients with applications, information gathering and document uploads.
- Engage clients one-on-one to help them engage special programs and services; this may include helping people access technology or other resources, facilitate small group discussions or other special events. Take the lead as liaison to SEP homeowners who are participating in the Conversations About Money Program (CAMP), and coordination for the program, if applicable.
- Assist with facilitation of regular monthly workshops and special groups; coordinate event logistics, update and prepare workshop materials and forms, site setup, inform partners, community members and customers of events and education opportunities.
- Present at workshops and orientations and facilitate special groups.
- Provide support for workshops and counseling such as scheduling appointments, pulling credit reports, preparing files and informational materials, data entry and information management and reporting.
- Assist CHT with the development, implementation and outreach for new initiatives for BIPOC homeownership.
- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps
- Participate in all VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives.
- Engage in professional and personal development activities and networking opportunities.

Secondary Functions:

- Perform outreach in support of the HomeOwnership Center. Outreach may encompass contacting community agencies and organizations, organization and completion of special events, volunteer recruitment, and promoting collaborative efforts among organizations/programs.

Desired Qualifications:

- Education level – BA preferred or equivalent experience in related field.
- Technical skills – knowledge of housing, financial literacy and/or lending practices helpful.
- Computer proficiency and experience with Microsoft Office preferred; good writing, basic math, and superior interpersonal skills.
- Someone with public speaking skills or the desire to learn.
- Clean driving record, access to a vehicle with some in-state travel required.
- Experience in counseling/support, public speaking, real estate, lending, community services, or affordable housing preferred.
- Strong desire to provide service to the community, highly motivated, well organized, self-starter, and team player.

Minimum Qualifications:

- Some evening and weekend hours are required; advance notice will be provided;
- Occasional access to vehicle is required as position has events in Chittenden, Franklin and Grand Isle counties;
- US citizen or have permanent resident status;



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- Be at least 18 years of age upon entering the Pre-Service Orientation or 17 years of age with verified parental permission;
- Be a high school graduate, have a GED certificate, or be willing to work towards a GED as part of the service-term. A member cannot have dropped out of high school to join AmeriCorps.
- Has not been convicted of murder or sexual assault and is willing to undergo a National Service Criminal History Check;
- Be committed to the VHCB AmeriCorps program's ethic of service, appreciation of diversity, and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in all required trainings and events, and be prepared to drive up to 2-3 hours each way.
- Available to regularly serve 40 hours per week



Additional Information:

This position is primarily in our 88 King Street, Burlington, VT office, with occasional hours serving remotely or in the community. CHT strives to offer a fun and friendly environment while simultaneously completing important tasks. The AmeriCorps Member is an integral part of the HomeOwnership Center team.

Flexibility with start and end dates; applications accepted until filled.

This position is **Quarter Time**: Requires 455 hours of service for an average of 40 hours per week for 13 weeks. Member will receive a living allowance of \$6,750 (pre-tax), and an education award of \$1,718.25 (pre-tax) upon successful completion of service.

Other benefits include health insurance, federal school loan forbearance, and various training and networking opportunities.

To Apply: <https://vhcb.org/our-programs/vhcb-ameri-corps/positions>

For questions about this position or to send additional materials:

Barbara Geries, 802-861-7333, bgeries@getahome.org

88 King Street, Burlington, VT 05401

Application deadline: February 8th, 2023

Additional information on AmeriCorps is available at www.americorps.org.

The Vermont Housing & Conservation Board (VHCB) is sponsoring this AmeriCorps position through their AmeriCorps Program. VHCB is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran's status, religion or creed.

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Member Name: _____

Signature: _____



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