

## **JOB ANNOUNCEMENT**

### **Homebuyer Program Manager**

#### **Job Summary:**

**Main duties will include determining the eligibility of lower income applicants for first time homebuyer assistance. Evaluate the eligibility of properties, loans, down-payment and rehab costs. Performs comprehensive counseling and classroom training on homebuyer education. Properly manage files for regulatory compliance under HOME/HCRI and CDBG Programs. Prepare reports/grant writing. Perform home inspections determining scope of work for rehabilitation. Maintain local contractor database. Maintain local lender consortium. May assist with other affordable housing programs operated by the AHA as deemed necessary.**

#### **Qualifications:**

**A four year degree or equivalent combination of experience. Two years successful experience in a related housing field is preferred. Knowledge of remodeling and construction codes, ability to learn applicable federal and state regulations/policies. Must pay attention to detail and able to work independently. Ability to Multi-Task. Prior grant writing experience a plus. Requires excellent people skills. Team Player attitude. Must be an effective communicator, both written and oral. Computer knowledge & skills a must. Valid WI license & good driving record.**

**This is a part-time 3-day a week position Monday-Friday only. Interested persons may send a Resume to: Appleton Housing Authority 925 W. Northland Ave. Appleton, WI 54914 or email at [debrad@appletonhousing.org](mailto:debrad@appletonhousing.org) No phone calls please.**