

## Position Announcement

PathStone is seeking a **Housing Counselor** to lead outreach and recruitment activities for the homeownership program in Muncie, Indiana.

### who

#### us

PathStone is a nonprofit organization based in Rochester, NY with a mission of building family and individual self-sufficiency by strengthening urban and rural communities. PathStone operates 12 lines of business in the areas of training and employment, health and safety, housing services and community development.

PathStone provided housing counseling services from certified housing counselors that include pre and post-purchase home purchase education and counseling, mortgage delinquency, and default resolution counseling, reverse mortgage, fair housing, rental and homeless counseling.

#### **What sets PathStone apart from the rest?**

- PathStone's two distinct lines of business—direct services and community and housing development—are rarely combined within one organization. This means that our staff are exposed to a broad number of programs and a variety of job functions.
- PathStone has a reputation for taking strategic risk. Our belief that “we don't know until we try” is why we have continuously developed innovative programs over the last 40 years.

#### you

You are looking for a challenge and a chance to change the world for the better. You know that social impact is as important a measure of corporate success as profitability. You want to use your creativity to find quicker, better and more cost-efficient ways to help people. You are ready to try on new hats and find new solutions to old problems. You want to make a difference in the lives of others.

**What sets you apart from the rest?** Specifically, you have the following skills, experience and/or education:

- High school diploma
- Two to three years' experience and/or training, proficiency in interpersonal skills and abilities needed to work independently and to successfully interact with program participants
- Proficient in Spanish/English
- Work experience in the area of outreach, recruitment and marketing to a specific demographic community. Specific emphasis on the homeownership issues of rural, farmworker populations.
- Proficiency in Microsoft office suite
- Must pass the NeighborWorks Center for Homeownership Education and Counseling (NCHEC) and Housing and Urban Development (HUD) Housing Counseling Certification within one year of hire
- Must pass and Pennsylvania Housing Finance Agency (PHFA) certification within eighteen (18) months of hire

### what

This is a full-time position. The Housing Counselor is responsible for serving as lead and coordinating all outreach and recruitment activities for direct enrollment of program participants in the rural community and farmworker populations. Specifically, this position is responsible for:

- Enhancing participants' ability to access resources available in their communities

- Contributing to the goal achievement of a participant's ability to obtain and maintain safe and affordable housing and gain the knowledge of financial well-being
- Conducting and delivering services to the rural and farmworker communities in the form of homebuyer educational workshop(s), financial capabilities seminars and conduct one on one counseling sessions
- Maintaining and monitoring complete and accurate records and files on all housing clients
- Traveling to areas where participants are located to inform, conduct trainings, recruit and enroll individuals

## where

This position is located in Muncie, Indiana.

## when

This position is available immediately.

## why

PathStone offers a chance for you to improve the world, but we also know that you have bills to pay. We offer a competitive compensation and benefits package, including:

- Base salary is based on demonstrated experience and qualifications
- Health insurance for eligible employees
- Pension plan for eligible employees with an employer contribution
- Annual cost-of-living adjustment and merit-based pay increases
- Generous vacation and holidays
- Employment at PathStone qualifies for the federal Public Service Student Loan Forgiveness program

## how

Please submit your resume to [apply@pathstone.org](mailto:apply@pathstone.org), with "314-21" in the subject line, no later than January 6, 2022.

PathStone is an Equal Opportunity Employer. Our TDD number for the deaf and/or hearing impaired is 1-800-545-1833. Any applicant may request assistance in completing the application process by emailing [apply@pathstone.org](mailto:apply@pathstone.org).