



Job Title	First Time Home Buyer Course Facilitator
Organization	WATCH Community Development Corporation
Description	<p>CLASSIFICATION: Consultant 16 – 18 hours/month, \$25/hour</p> <p>SUPERVISOR: Executive Director</p> <p>STATEMENT OF PURPOSE: To facilitate First Time Home Buyer Courses for potential first time home buyers on a full range of issues related to the home purchasing process, in accordance with CHAPA/HUD code of ethics, curriculum, and agency policy.</p> <p>DUTIES & RESPONSIBILITIES:</p> <ol style="list-style-type: none"> 1 Facilitate First Time Home Buyer courses on three evenings, 8–10 times/year. 2 Coordinate with Development Director to set dates for the FTHB courses. 3 Schedule presenters for the components of the class for each course. 4 Make sure new facilitators and are aware of the CHAPA guidelines and curricula for presenters. 5 Confirm the presenters within a week prior to the class they will teach. 6 Monitor the quality of presentations and give feedback as needed. 7 Fill in for some class components as needed. 8 Keep records of presenters, dates, and areas of expertise. 9 Collect fees and registration sheets from participants, and confirm correct spellings of names. Deliver materials to the WATCH Office and pick up completed certificates for distribution to the participants. 10 Coordinate with WATCH First Time Home Buyer Coordinator. 11 Assist with the CHAPA re-certification process every two years. <p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Sound knowledge of housing laws, home buying and mortgage underwriting processes; ability to understand complex housing regulations and subsidy programs and other components of the home buying process. • Proven and effective communication skills, with special emphasis on public speaking; presentation skills; and ability to professionally represent the agency. • Related experience.
Contact Name	Daria Gere, Executive Director
City	Waltham
Application Instructions	<p>Send a cover letter and resume to: WATCH CDC c/o Daria Gere 24 Crescent Street, Suite 201, Waltham, MA 02453 or email: daria@watchcdc.org WATCH CDC is an Equal Opportunity Employer.</p>