AICHO
American Indian Community Housing Organization

POSITION TITLE: Homeownership Pathway Specialist

PROGRAM: Generational Abundance

REPORTS TO: Associate Director

STATUS: Full-time, Non-Exempt

HOURLY RATE: $22 - $26 per hour, depending on experience

BENEFITS: A robust benefits package, which includes health insurance, dental, life insurance, paid family medical leave, paid holidays, paid time off and retirement.

POSITION SUMMARY:
The Homeownership Pathways Specialist strengthens and expands pathways to homeownership by building partnerships with organizations that provide direct homebuyer services, financial assistance, lending, and counseling. Rather than serving primarily as a direct service provider, this position focuses on collaboration, systems coordination, outreach, and resource alignment to ensure community members can access high-quality homeownership support.

The Specialist identifies gaps in services, supports referral systems, promotes community responsive programs, and works closely with lenders, housing agencies, Tribal and local governments, and nonprofit partners to advance access to homeownership.

KEY RESPONSIBILITIES:

Partnership Development & Systems Coordination (primary focus)

- Develop, strengthen, and maintain relationships with:
    - housing counseling agencies
    - down payment and closing cost assistance providers
    - financial institutions and mortgage lenders
    - Tribes and Tribal housing authorities (if applicable)
    - local government housing programs
    - community-based nonprofit organizations
- Coordinate referral pathways between partner agencies and the organization
- Convene partner meetings, workgroups, and collaborative planning sessions
- Identify service gaps and advocate for improved access to homeownership supports

- Promote trauma-informed program approaches
- Represent the organization in community coalitions, committees, and housing initiatives
- Assist in the development of partnership agreements, MOUs, and collaborative projects

Outreach & Community Engagement

- Conduct outreach to potential homebuyers through partner organizations, community events, and presentations
- Share information about available homeownership resources, assistance programs, and partner services
- Assist in developing outreach materials tailored to the community served

Program Support & Resource Navigation

- Provide light-touch assistance such as basic information, referrals, and resource navigation
- Connect participants to partner agencies for:
    - homebuyer education
    - financial coaching
    - mortgage lending
    - down payment and closing cost assistance
- Maintain updated knowledge of available assistance programs and eligibility criteria
- Track referrals and partnership activities

Reporting & Administration

- Maintain documentation of partnership activities, contacts, and collaborative efforts
- Support grant reporting and program evaluation related to partnerships and systems coordination
- Assist with narrative reports, data collection, and outcome tracking

QUALIFICATIONS:

Required Qualifications

- High school diploma or equivalent required; post-secondary coursework or training in human services preferred
- Prior experience in housing, community development, partnerships, or nonprofit program coordination
- Strong interpersonal, communication, facilitation, and networking skills
- Demonstrated success building collaborative relationships and working across organizations
- Ability to manage multiple tasks and maintain accurate documentation
- Commitment to housing services based on trauma-informed care principles
- Ability to work respectfully with diverse communities

- Basic computer literacy (Microsoft Office, Google, email, data entry systems)
- Must be willing to be CPR certified and Narcan certified (training provided)
- Have a valid driver's license and vehicle insurance
- Must be able to pass background checks as required by program policy

Preferred Qualifications

- Knowledge of homeownership assistance programs, lending systems, or housing policy
- Experience working with historically challenged communities
- Familiarity with local, Tribal, state, or federal housing program structures
- Experience convening meetings or collaborative groups

WORK ENVIRONMENT:
Position may involve occasional standing, light lifting, cleaning duties or walking through the facility. This position is a combination of office, meetings, and community based settings. There are some evening and weekend hours for outreach or events. Local travel may be required. Must be able to lift up to 50 lbs. .

TO APPLY:
Submit your cover letter, resume, and completed application to:

EMAIL: hiring@aicho.org
SUBJECT LINE: Title of the Position (i.e. Front Desk Assistant)

BY MAIL:
AICHO
Attention: Human Resources
202 West 2nd Street
Duluth, MN 55802

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