



## **Homeownership Specialist - Job Description**

As a member of Jackson Development Company's team of Homeownership Specialists, you will be involved in implementing our affordable Homeownership Program. Our Homeownership Program is designed to facilitate the conversion of our affordable rental properties to affordable homeownership opportunities for the existing residents. You will work directly with our residents to assist them in navigating through the homeownership conversion process. You will provide assigned residents with information about the Homeownership Program and guide them through the process of acquiring their home by providing homeownership counseling, assistance with credit repair and mortgage qualification as well as helping them to navigate through the financing and closing process. The role requires strong real estate sales knowledge, excellent communication abilities, and a deep commitment to providing affordable homeownership opportunities to our residents.

### **Responsibilities**

- Implement resident outreach program and develop relationships with assigned residents
- Assist residents direct help or our designated third party resources for homeownership counseling, credit repair, mortgage qualification and closing the purchase of their home
- Ensure compliance with real estate regulations and ethical standards

### **Qualifications**

- Proven experience as a Real Estate Sales person or similar role
- Excellent communication abilities
- Ability to build and maintain relationships with co-workers and clients
- Proficient in using MS Office Suite including Excel
- Experience with digital marketing and social media strategies.

### **Compensation**

- Competitive base salary with performance-based bonuses.
- Comprehensive benefits package including health insurance and paid time off.
- Opportunities for professional development and career advancement.