

We're looking for amazing people! Come join Virginia Housing as an Education and Training Officer in our Community Outreach Division.

This important role will report directly to the Housing Education Manager and will be responsible for carrying out consumer education and partner training initiatives and programs. In this role you must possess a broad understanding of regulations governing consumer rights and responsibilities and knowledge of low-and-moderate housing programs. Our ideal candidate must have experience with program oversight and daily task administration, and have demonstrated skills in innovative problem solving, facilitation, negotiations, public speaking, written and oral communications, and process development.

Responsibilities will include:

- Carrying out programmatic, operational and administrative activities to ensure successful implementation of housing programs including Rental, Home Buying, Post-purchase and Foreclosure Prevention.
- Undertaking high-level project management.
- Performing program oversight.
- Assisting with curriculum updates, revisions, and development.
- Facilitating/teaching in-person and virtual classes and conducting breakout sessions.
- Public speaking, tending information tables, and other outreach initiatives.
- Maintaining relationships with external partners to enable support and understanding of:
 - community needs;
 - housing education needs of consumers;
 - training/CEU needs of service providers, i.e. educators/counselors;
 - the needs of specific groups including Public Housing, Habitat for Humanity, the U.S. Military, and Rural Housing.
- Providing professional customer service and technical assistance.
- Travel: 50 – 75% required. Overnight stays required and occasional weekends.

Qualified candidates must possess:

- Several years of experience in the housing industry. May include housing counseling, community/economic development, non-profit management, personal finance, or affordable housing.
- A few years of experience facilitating and teaching consumer education along with public speaking experiences. Ability to perform multi-facet work assignments with minimal supervision.
- Strong organizational and time management skills
- Proficiency in MS Office products including Word, Outlook, Excel, and PowerPoint required.
- A current/valid driver's license.

Preferred qualifications include:

- Knowledge of video conferencing applications such as WebEx;

- Extensive experience in the development and implementation of housing education programs to address strategic initiatives for consumers renting, buying, and owning.
- Leadership and project management experience.
- AFE (Accredited Financial Educator) and AFC (Accredited Financial Counselor) certifications.

*Incumbent will be required to complete and pass the HUD Housing Counseling Certification exam within one (1) year of employment.

Virginia Housing is one of the nation's premier housing finance organizations. Our mission is to help Virginians attain quality, affordable housing, which we accomplish through our public-private partnerships.

We are focused on employee engagement and committed to a healthy and diverse workforce. We offer on-site conveniences such as a fitness center, fitness classes, and free parking. Educational opportunities to help your advancement are available through classroom and online programs.

Applications and resumes are accepted online only at <http://www.virginiahousing.com/careers>.

This position will close at midnight on October 23, 2022

Hiring Range: \$65,251 – \$84,827

This position follows a hybrid work model (3 days in office, 2 days remote)

A background check will be performed as a condition of employment.

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