



Position: Homeownership Transaction Coordinator
Reports to: Principal Broker
Status: Full-time, Non-Exempt
Pay Range: \$40,000 - \$45,000 + generous benefits package

Proud Ground is the largest Community Land Trust in the Pacific Northwest, serving Oregon and SW Washington. Proud Ground has two decades of proven results - stabilizing families through homeownership, and in turn creating stronger communities and more robust economies. Proud Ground's investment in permanently affordable homes protects neighborhoods from the housing market by ensuring their affordability for years to come.

Proud Ground is seeking a full-time Homeownership Transaction Coordinator to support the Homeownership Department as Proud Ground expands their homeownership opportunities.

Specific responsibilities include:

- Acting as a liaison between real estate agents, clients, attorneys, escrow companies, and lenders during the process of a real estate sale and effectively managing the administrative tasks involved in closing a sale.
- Coordinating inspections, repair negotiations, and completion of repairs, including post-purchase repairs.
- Maintaining accurate and compliant files for all transactions.
- Inputting and maintaining all client information into client database system.
- Understanding contracts to summarize terms, conditions, and contingency dates.
- Supporting the release of Down-payment Assistance Grants through closing.
- Completing post-closing data entry and transaction and homebuyer files.
- Working with homeowners and contractors to plan, coordinate, and verify completion of Sweat Equity hours. for federal programs.
- Communicating Proud Ground required repairs to Homeowners and Buyer's Agents.
- Monitoring the contingency period.
- Ensuring that all homebuyer application and documentation is submitted.
- Opening escrow and coordinating the closing process.
- Scheduling client follow-up calls (after close) to check in and ask for referrals.
- Notifying client about utility accounts to set up and cancel.
- Putting together the closing file for the agents.
- Closing out files after closings, including changing the MLS status to closed for listings, double-checking the file, making an electronic copy of necessary documents, and processing checks.

Minimum Requirements

- Associate's degree or commensurate experience.
- Minimum two years of professional experience in real estate brokerage services, mortgage lending, community reinvestment banking, or a closely related field.

- Current Real Estate Brokers license or ability to be licensed within 90 days of hire.
- Understanding of federal and state real estate brokerage regulatory and compliance requirements.
- Strong technical skills, including developing reports and designing presentations.
- Experience with CRM software (Salesforce) and MS Office programs.
- Technologically savvy and able to learn new programs quickly and troubleshoot issues.
- Excellent attention to document details, extremely organized, and deadline driven.
- Ability to prioritize and manage shifting responsibilities.
- Excellent customer service and interpersonal skills.

Preferred Qualifications

- Bachelor's degree in business, finance, or a related field.
- Fluency in a second language.
- Experience working in the nonprofit industry.
- Experience with culturally and economically diverse communities.

Submissions

Electronic submissions only, please. Send cover letter (2 pages max), resume (2 pages max) and three references, as PDF or MS Word to: hire@proudground.org.

Applications will be reviewed on a rolling basis and the position will remain open until filled. Interested applicants are encouraged to apply early.

Proud Ground is an equal opportunity employer committed to strengthening our workplace through equity, diversity, and inclusion. Pursuant to federal, state and local law and our personnel policies, we do not discriminate based on race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity or source of income.