



Asian-American Homeownership Counseling, Inc.

Housing and Financial Literacy Education

Organizational Mission and Background:

AAHC is a 501 (c)(3) nonprofit, HUD approved organization dedicated to empowering and inspiring immigrant communities to achieve and maintain the American dream of homeownership by providing counseling, education, tools, and resources. AAHC increases homeownership success by placing individuals on the road to financial self-sufficiency. AAHC was established in 2010, provide its services to more than 500 households per year, the services include foreclosure prevention and default, homeownership education and counseling, and financial education and counseling in the format of group workshops and one-on-one sessions. AAHC also offers small micro loan programs and affordable housing programs such as property acquisition and rehab. AAHC's main office in Rockville, Maryland and has two satellite offices in DC and Northern VA.

Full-Time Bi-Lingual Housing Counselor

The primary duty of a housing counselor is to determine a homeowner's objectives, goals and needs. The counselor gathers information from the homeowner and assesses the best way possible to help the homeowner make solid decisions concerning the requirements for buying, renting or saving his/her home from foreclosure. Housing counselors assist and counsel clients in establishing a proper money management plan, including a budgeting and spending and savings plans, and credit education. The housing counselor is responsible for creating case or client files containing personal and financial information to determine the status of a homeowner. The counselor also participates and/or running a program or two and do other duties as assigned by manager.

This position requires first three month full-time internship at a small stipend, the flexible schedules as to working on some Saturdays and late evenings, and also requires acquiring necessary certifications within 12 months of hired date (needs outside of working hour self-study and company provided class training). The ideal candidate will have experience and have national standard certified training in foreclosure prevention and default, homebuyer education, housing and financial counseling, case management, and a familiarity with real estate and residential lending products. Successful candidate must be willing and able to work in a fast-changing industry and like to take new projects as needed. Must be a team player who has demonstrated s/he can work well in a small, highly collaborative environment.

Qualifications:

- **Required:** Bachelor's degree or equivalent work experience. Excellent written and oral communication skills. Fluent Bi-lingual; speaking, reading and writing. Attention to

detail and ability to prioritize and multi-task while maintaining broader vision as context for work. Excellent analytical, problem-solving and interpersonal skills. Proficient computer skills including of Microsoft Office Word, Excel, PowerPoint, Publisher, Acrobat, Social Media, and e-marketing tools. Having a reliable transportation is important with this position.

- Preferred: Familiarity and interest in issues facing low-income, AAPI, immigrant, native or limited English proficient communities. Experience in areas of affordable housing and community and economic development *plus*.

Compensation:

The Housing Counselor is a full-time exempt position to be located in Rockville, MD with some traveling to DC and Northern VA. Salary is competitive and commensurate with background and experience, and AAHC offers a part of health, dental and vision insurance premiums, accrued leave, and other benefits.

To Apply:

Applications will be accepted until **we fill the positions**. Please email a single PDF with cover letter, resume, and 3 references to [Song Hutchins at Song@aa-hc.org](mailto:Song.Hutchins@aa-hc.org). **No phone calls, please.**

AAHC is an Equal Opportunity Employer.