



The Virgin Islands Housing Finance Authority is seeking qualified applicants for a position on the island of St. Croix

HOME Program Coordinator

The HOME Program Coordinator is responsible for the day-to-day implementation and administration of the HOME Program. This is a Territorial position.

ESSENTIAL FUNCTIONS:

- Prequalifies, counsels and prepares applicants for contracts.
- Updates application files to determine present readiness to purchase.
- Executes applicant's sales agreements.
- Ensures program compliance with federal regulations including but not limited to Environmental Review, Labor Standards, Fair Housing, etc.
- Serves as primary liaison between the HOME Program and potential applicants, clients, lenders and contractors.
- Prepares eligibility letters and other correspondence to applicants, third-party verification sources, partner agencies, HOME Programmatic Agreements, etc.
- Works with primary lender representatives and closing agents to prepare client closing.
- Prepares preconstruction document package for HOME rehabilitation projects.
- Prepares periodic reports summarizing program activity with respect to client intake, application processing, eligibility determination, status of on-going projects, etc.
- Works with Director of Homeownership to develop policies and procedures to improve the efficiency of program delivery and administration.
- Set-up IDIS activity for approved projects, download IDIS reports, analyze and evaluate program performance.
- Prepares monthly and annual reports summarizing program activity with respect to client intake, application processing, eligibility determination, status of on-going projects, etc.
- Participates in preconstruction meetings for HOME projects.
- Attends client closings, explains terms and conditions of subsidy assistance and oversees execution of program documents.

QUALIFICATIONS:

- **Education:** Bachelors Degree in Business Administration or related field.
- **Experience:** 1-3 years of experience working with federal programs or grant administration. Equivalent combination of education and experience may be substituted.
- **Knowledge, Skills and Abilities:** Computer literate to include Microsoft Word, Excel, PowerPoint and Outlook; A working knowledge of regulations governing the HOME Program; Strong organizational and interpersonal skills and analytical abilities; Good oral and written communication skills; Ability to be flexible and work under pressure; Ability to work harmoniously with other agencies; Ability to maintain confidentiality in all assignments; Knowledge of standard business practices and office protocol; Excellent phone etiquette and customer service skills; Experience in planning and administering public purpose programs; Strong presentation skills and the ability to communicate effectively in front of groups; Experience in program compliance and federal rules and regulations; Ability to take initiative, work independently and utilize creative skills to resolve issues.

SALARY RANGE:

\$29,120.00 - \$43,680.00 per annum depending upon qualifications and experience

Employment applications are available at our offices or may be downloaded from our website at www.vihfa.gov. Interested applicants must submit an application, cover letter, resume/vitae and three (3) professional letters of recommendation by close of business on Friday, October 30, 2015 to:

Yvonne A. Christopher, SHRM-CP, PHR
Director of Human Resources
Virgin Islands Housing Finance Authority
3202 Demarara Plaza Suite 200, St. Thomas, USVI 00802-6447

Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer