



**COMMUNITY LAND TRUST of  
PALM BEACH COUNTY (CLT of PBC)**

**Position:** Housing Coordinator  
**Salary:** \$22.00/hr  
**Location:** 4938 Davis Road  
Lake Worth, Florida 33461

This is a temporary flexible part-time position up to 20 hrs a week.

**Please note:** The person selected will report to the CLT of PBC Housing Manager

**DEADLINE:**

**Resumes will be accepted by e-mail to Cindee LaCourse-Blum, Executive Director at [clacourse-blum@cltofpbc.org](mailto:clacourse-blum@cltofpbc.org) until the position is filled.**

The Community Land Trust of Palm Beach County, Inc. (<http://cltofpbc.org>), a 501(c)(3) non-profit affordable housing provider, is seeking a highly motivated housing coordinator to implement all aspects of the rental and homeownership components of the CLT of PBC's Housing Program. Primary responsibilities will include assisting with:

- Assessing potential applicants' eligibility to participate in the CLT of PBC's Housing Programs.
- Processing applicants through the homeownership or lease of CLT of PBC units.
- Ensuring that potential CLT of PBC homebuyers are fully informed about the community land trust model
- Providing training and support to CLT of PBC homebuyers throughout the home purchase process.
- Coordinating community outreach and education about community land trust homeownership.
- Attending and participating in Homebuyer education workshops and first-time homebuyer seminars.
- Performs other related duties as may be assigned.

**Job Duties:**

- Originate participant files and maintain records per CLT of PBC guidelines and Federal Requirements.
- Collect, process, and verify rental or homeownership program qualifying documentation.
- Coordinate Income Certification of potential homebuyers with Palm Beach County.
- Provide on-going technical assistance and education to CLT of PBC homebuyers throughout the home purchase (including homebuyer intake, qualification, and

- mortgage application; purchase and sale agreements; home inspections; closings, etc.)
- Build relationships with lenders, title companies, and other entities involved in the home purchase process to facilitate expedient closings.
  - Review the CLT of PBC ground lease, ground lease rider, and other purchase documents with homebuyers.
  - Coordinate the marketing and sale of homes and lease of rental units.
  - Coordinate and staff homebuyer presentations at local homebuyer workshops and other community events to recruit homebuyers or renters
  - Conduct follow up with all client leads.
  - Maintain relationships with partner agencies/organizations involved in the homebuyer process.
  - Maintain and utilize homebuyer pipeline database.
  - Maintain record keeping system for client files and ground leases.

**Support Tasks:**

- Provide post-purchase support to CLT of PBC homeowners.
- Other duties as assigned.

*Evening and weekend work will be required from time to time.*

**The minimum qualifications for this position are:**

A minimum of five years of experience in a field related to housing counseling, affordable housing, and/or mortgage financing. A working knowledge of the home purchase process, affordable housing, and/or property management preferred. Bi-lingual a plus.

CLT of PBC is an equal opportunity employer