

## Foreclosure Prevention Intake Coordinator

### Position Overview

The Affordable Housing Corporation of Lake County is a 501(c)(3) nonprofit organization dedicated to increasing and preserving affordable housing opportunities for low- and moderate- income households and strengthening communities throughout Lake County. Established in 1992, AHC helps individuals and families rent homes, buy homes, repair homes, and save homes from foreclosure. The primary responsibility of the Foreclosure Prevention Intake Coordinator is to support AHC's foreclosure prevention counselors with general administrative support and to gather and manage detailed documentation that is required from potential clients who are seeking assistance from AHC's foreclosure prevention program.

### Essential Characteristics

- Very detailed, organized and accurate
- Persistent with good follow through and ability to work independently
- Strong interpersonal skills, including the ability to work with clients who are in stressful situations to ensure they accurately and completely submit all required documentation
- Strong computer skills and ability to learn new technology
- Ability to work as a team member
- High school degree or equivalent required
- 3+ years relevant experience
- Possess a passion for AHC's mission
- Background in loan processing or mortgages a plus
- Bilingual (Spanish) a plus

### Duties

- Collect and review client documentation and follow up with clients to ensure a complete foreclosure prevention intake packet is prepared for AHC's foreclosure counselors
- Assist callers and walk-in's with information about AHC's programs
- Enter client data in various electronic client management systems
- Maintain client files
- Assist with program reporting
- General administrative tasks

### Scheduling & Compensation

AHC's standard office hours are Monday through Friday 8:30am – 5:00pm. Competitive salary with excellent benefits. Starting salary range: \$35,000 - \$37,000.

### To Apply

Send resume, cover letter, and salary requirements to [ranthony@ahcl.org](mailto:ranthony@ahcl.org).

AHC is committed to the principle of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, sexual orientation or gender identity.

