NeighborWorks Waco is looking for a qualified and driven person to join our team in the role of HOMEOWNERSHIP PLANNER. This role is responsible for counseling clients, including budget analysis, creation of financial action plans, mortgage lender/servicer negotiation, and other administrative duties related to this area.

### Job Location
Waco, TX

### Salary Range
35,000+ Depending on qualifications and experience

### Qualifications
Minimum of two years of progressively responsible experience in a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.

- Knowledge of state and federal regulations governing the home-buying process, with the experience and capability of the following:
  - Interpret complex rules and regulations to determine eligibility for loan resolution programs and/or grants.
  - Work cooperatively with other NeighborWorks Waco employees and the public.
  - Communicate effectively with clients or the public in face-to-face, one-on-one settings, or using the telephone.
  - Comprehend and make inferences from written material.
  - Learn job-related material primarily through oral instruction and observation to effectively perform job duties. This learning takes place mainly in an on-the-job.
  - Strong organizational, follow-up and file management skills are required.
  - Professional demeanor is essential, along with strong written and verbal communication skills.
  - Ability to work within deadlines.

### Application Contact Name
Chris Qualls

### Phone
(254) 269 8343

### Email
cqualls@nw-waco.org

Application will be accepted until (closing date)

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If your response to this job posting results in successful employment or if the position has been filled, please email the Office of Enrollment, Career and Alumni Services at SWO@baylor.edu.