



Community Initiatives Paraprofessional

Position available at Minnesota Housing Finance Agency

POSTING DATE: June 22, 2017

Minnesota Housing is hiring! We're a mission-focused financial institution looking for a Community Initiatives Paraprofessional to provide key technical support for a number of Community Initiatives programs, including multiple support functions for community-based home improvement programs as well as development programs. In addition, the Community Initiatives Paraprofessional will coordinate disbursements across most of the community-based programs, including development, education/counseling, and home improvement.

Essential Job Duties

Receive funding disbursement requests from various Single Family staff and enter them into the system for processing. Execute entries accurately to ensure timely disbursement various program administrators. Engage program staff as needed to resolve ongoing issues.

Review, complete and set up approved Neighborhood Stabilization Program (NSP) transaction forms for program disbursements to grantees. Receive and process information from sub-grantees on closed transactions for NSP. Enter in the updates, corrections, disbursements and changes for the NSP spreadsheets. Complete, research or update tasks as needed.

Monitor, print, and distribute Rehabilitation Loan Program (RLP) documents. Check in submitted RLP loan packages daily. Review files for completeness and enter file data and status on tracking spreadsheet. Contact administrators for missing documentation. Track and review expiring RLP reservations, contact administrators to confirm status, and extend or cancel as appropriate. Review submitted RLP change orders. Approve or deny per established criteria. Complete system entries as needed. Provide technical support to RLP administrators on commitment and purchase approval criterial and process questions and issues. Assist with RLP contract processing for new administrators, including spreadsheet entries and mail merge for agreements and cover letters.

Annual report coordination and processing for the Minnesota Urban and Rural Homesteading Program (MURL), Veterans Down-Payment Assistance (VEVDAP), and more.

Fill in as needed as a back-up on the Single Family Help Desk, providing high-level program information and strong customer service to consumers.

Minimum Qualifications

2-5 years strong customer service and administrative experience, preferably in the housing industry.

Ability to organize assigned work and prioritize.

Attention to detail, data entry speed and accuracy.

Strong communications skills with internal staff, external program partners, and members of the public.

Strong Microsoft Office skills.

Strong ability to draft/edit business correspondence/document.

Preferred Qualifications

2 – 3 years experience in mortgage processing, title or mortgage servicing.
Current license and experience as a notary public.
Successful participation of the State of Minnesota Star of the North Fellowship program.

Annual Salary Range

\$39,171 - \$52,868

To Apply:

External candidates should click here to apply or copy and paste this text into your browser: External candidates should click [here](#) to apply or copy and paste this text into your browser:

https://careers.mn.gov/psp/hcm92apc/MNCAREERS/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&FOCUS=Applicant&SiteId=1001&JobOpeningId=14392&PostingSeq=1&languageCd=ENG

Why Choose Minnesota Housing?

Our culture consists of passionate, mission-driven employees focused on delivering the best programs possible to help Minnesotans access safe, affordable housing. We invest in our employees' futures by providing a variety of professional development opportunities. We're committed to providing employees with work-life balance by offering many work schedule options, flexible schedules and limited overtime. That's why our average employee tenure is 11 years.

At Minnesota Housing, we know that affordable housing is an essential part of Minnesota's infrastructure. When you work here, you're helping to build stronger communities. We also have a national reputation as one of the finest housing finance agencies in the country.

Our top notch benefits include extremely inexpensive health insurance for employees and dependents, generous vacation and sick leave plans, eleven holidays per year, and tuition assistance. We offer a defined benefit pension plan with a guaranteed, life-long benefit based on tenure plus pre-tax and ROTH options to supplement the pension. For more information, visit our website at www.mnhousing.gov.

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 259.3637 or (651) 282.2699 (TTY).