



Housing Counselor/ Financial Coach

Job Description

About ¡HICA!

This Hispanic Interest Coalition of Alabama, ¡HICA!, is one of the most successful social impact organizations in Alabama and has been the major catalyst for the empowerment and economic progress of the Latino community for over 20 years. ¡HICA! is a non-profit organization with a successful track record of providing over 5,000 residents annually with quality services while advocating to local and state leaders for policies that improve the quality of life of all residents. ¡HICA! achieves its goals with its staff of 24 full time employees and works collaboratively with community partners and government agencies. Currently, ¡HICA! established an LLC, Camino Loan Fund, that will become a CDFI and has an initial goal of raising \$1M to deploy to small business owners. ¡HICA! operates community programming in the areas of women's leadership development and civic engagement, college and career readiness, and financial literacy and economic development. ¡HICA! is located in Birmingham, AL and has a \$2.25 million operating budget.

Job Summary

The Housing Counselor/ Financial Coach works collaboratively with the Community Economic Development Team to facilitate and support the economic integration of Hispanic families through services specifically aimed at advancing their financial capabilities, achieving housing and financial stability, and building wealth. The position requires someone who has passion for our mission, experience working in diverse and inclusive environments and understands the socio-cultural context of Latinx, immigrants, and low-to-moderate individuals.

The qualified applicants are bilingual Spanish/English; have mathematical, communication, critical thinking, and problem-solving competences; can implement key time-management skills in high-demand settings; **are required to pass the HUD Housing Counseling Certification test** within 6 months** of employment and are committed to continuous learning.

Reports to: Community Economic Development Program Manager
Status: Full-time, Exempt
Location: Birmingham, Alabama

Related duties and responsibilities:

- Conducts financial and affordability assessments based on information provided by the participants.
- Work with participants to help them understand their current financial situation; set financial and housing/homeownership goals; and create action plans and follow-up meetings and/or calls.
- Obtains the HUD certification as Housing Counselor within 6 months of employment.
- Provides one-on-one housing counseling sessions to potential first time home buyers in search of guidance to purchase a house.
- Assists participants in understanding and advocating for homeownership and tenancy rights, and fair and affordable housing laws.
- Creates marketing and outreach material to inform of housing/financial services provided.
- Facilitates financial and homeownership workshops and classes, both in-person and virtually.
- Follows ¡HICA!'s, HUD's, and other partners' guidelines and standards of ethics and confidentiality to create and secure participants' records and files (whether physical or electronic).



- Maintains ¡HICA!'s and other agencies' databases/software updated as necessary to ensure accuracy and timely reporting.
- Builds and maintains relationships with realtors, financial institutions, State and Federal agencies to develop a pipeline of collaborators and referrals.
- Enthusiastically engages in ¡HICA!'s advocacy initiatives and represents the Organization in community outreach events as needed.
- Completes the required VITA/TCE training to provide tax services as an IRS volunteer and assists during tax season to Spanish and English-speaking taxpayers with basic and/or advanced level tax reviewing and filing services.
- Attends all required trainings to keep certifications, both locally and nationally (whether in-person or virtually).
- Performs routine clerical, administrative functions and other duties as assigned.

Qualifications:

- A deep commitment to ¡HICA!'s mission
- Written and verbal fluency in Spanish and English required.
- Bachelor's Degree in Accounting, Finance, Business, or related field desirable. Experience can supplement formal education. Mortgage and/or real estate courses – Highly Preferred
- Interview, assessment, analytical and problem-solving skills.
- Self-managing: ability to work well independently with minimal oversight and as part of a team.
- Empathy skills and understanding of the newcomer experience.
- Experience working with immigrants desirable.
- Commitment to social justice, advocacy, and anti-racism work.
- Strong orientation to serving others exemplified by excellent customer service skills.
- Ability to work well under pressure and exhibit excellent judgment, tolerance of ambiguity.
- Ability to effectively maintain confidential information.
- Proficient with MS Office; Customer Relationship Management databases a plus.
- Valid driver's license, auto insurance, and reliable transportation.
- Ability to work evenings, weekends and able to travel as necessary.

****Housing counseling required under or provided in connection with any HUD programs must be provided only by certified housing counselors certified by HUD and who work for organizations approved to participate in HUD's Housing Counseling Program. In order to be certified, an individual must both pass a standardized written examination covering six major topic areas, and work for an agency approved to participate in HUD's Housing Counseling Program.**

Compensation:

Competitive \$40K– 42K annual salary plus excellent benefits package that includes Blue Cross Blue Shield Health and Dental (Vision optional) paid at 100% for each employee with coverage starting on first day of employment, 3 weeks earned PTO, plus 12 paid holidays, 2 weeks closure at end of year, and 403(b) Retirement Plan with 3% company match after one year of service.

How to Apply:

Send resume and cover letter to Gloria Glassco at hr@hicaalabama.org.



COVID-19 Policy Statement:

¡HICA! has a mandatory vaccination policy requiring COVID-19 vaccination(s) for all staff members. This is to create an environment free of infection/transmission of disease and to protect our employees, constituents, and the community from COVID-19 infection. Individuals seeking an exemption for medical or religious reasons should complete a request for accommodation form and submit the form to the hr@hicaalabama.org.

¡HICA! is an Equal Opportunity Employer

The Hispanic Interest Coalition of Alabama hires the most qualified candidates without regard to any person's race, color, sex, gender, gender identity, gender expression, age, religion, ethnicity, sexual orientation, parental status, marital status, military discharge status, or source of income.