



Massachusetts  
Affordable  
Homeownership  
Alliance

+1 (617)-822-9100  
www.mahahome.org  
info@mahahome.org  
1803 Dorchester Ave.,  
Dorchester MA 02124

**Job Title: HUD-Certified Homeownership Advisor**

**Organization: Massachusetts Affordable Housing Alliance (MAHA)**

**Location: 1803 Dorchester Avenue, Dorchester, MA 02124**

**Website: [www.mahahome.org](http://www.mahahome.org)**

**Phone: (617) 822-9100, Ext. 317**

**To Apply: Send resume and cover letter to Ava Atkinson at [aatkinson@mahahome.org](mailto:aatkinson@mahahome.org)**

### **About MAHA**

Founded in 1985, the Massachusetts Affordable Housing Alliance (MAHA) is a mission-driven nonprofit dedicated to expanding affordable homeownership opportunities, reducing systemic barriers for first-time and first-generation homebuyers, and closing the racial homeownership gap across Massachusetts.

MAHA provides high-impact homebuyer, homeowner, condo, and multi-family landlord-owner education in English, Spanish, and Haitian Creole—both virtually and in person. We are also a leading housing counseling agency in organizing graduates to advocate for affordable housing via policy changes, meeting with city and state officials, and ensuring financial institutions, as well as municipalities, meet the housing needs of low- and moderate-income neighborhoods.

### **Position Summary**

MAHA is seeking a mature, passionate, detail-oriented, and self-motivated HUD-certified Homeownership Advisor to support first-time homebuyers in the Greater Boston area. This full-time role involves delivering group education, facilitating one-on-one housing counseling, data collection/input, class/workshop administration, and strengthening partnerships that support our mission. In order to succeed in this role, candidates must be able to work well both in teams and as individuals. The ideal candidate will be comfortable with basic math (multiplication, division) and be a proactive problem solver. This position is hybrid after an initial 6-month in-office onboarding period. Afterward, the schedule will include 3 days in-office and 2 days remote.

### **Compensation & Benefits**

Salary Range: \$55,000–\$60,000 (commensurate with experience)

Health Insurance: 90% employer-covered

Dental Insurance: 50% employer-covered

Paid Time Off: 3 weeks' vacation + 1 full week off during the December holidays

On-going Professional Development Opportunities Provided

### **Key Responsibilities**



## Homebuyer Education & Counseling

- Deliver first-time homebuyer workshops utilizing MAHA's curriculum and nationally recognized tools such as Framework®. Ensure participants complete required education components for down payment assistance and affordable loan programs. Working evenings and weekends is a regular expectation and requirement of the job on a monthly basis: your weekly hours worked will not exceed 40.
- Provide HUD-compliant, one-on-one housing counseling for prospective homebuyers during business hours and/or evenings depending on the client's needs and availability.
- Guide clients on credit, budgeting, savings, mortgage readiness, and down payment strategies to prepare them for homeownership.
- Establish core competencies in the various types of homeownership properties, mobile homes, affordable properties (40B's), condos, single-family, and multi-family homes.
- Establish core competencies in the main steps of the homebuying process (obtaining a pre-approval, working with a real estate agent, making an offer, closing on a home, etc.)
- Educate clients on topics including condo homeowners association (HOA), multifamily co-purchasing, foreclosure prevention, home maintenance, and post-purchase matters that may arise.
- Maintain accurate HUD-approved client files and provide follow-up support to clients throughout their homebuying journey.

## Program & Community Engagement

- Collaborate with realtors, lenders, attorneys, and industry professionals for class presentations and referrals.
- Promote MAHA's advocacy work during workshops and client sessions.
- Assist in coordinating and evaluating partnerships with stakeholders (e.g., HomeSafe insurance providers).
- Participate in outreach efforts, including tabling events, partnerships with community groups, and media appearances.
- Participate and promote MAHA's fundraising and signature events.
- Attend and engage in industry-related trainings and/or stakeholder meetings to represent the organization.

## Data & Evaluation

- Enter client data into required systems for grant reporting and program tracking.
- Conduct follow-up counseling sessions, surveys, and evaluations to assess program outcomes.



## Qualifications

### Required

- Must be self-motivated, enjoy learning, flexible, and adaptive.
- Must be willing to receive and respond to feedback and be accountable to your role's responsibilities.
- Must report to work as scheduled and proactively communicate when an unavoidable conflict or emergency arises.
- Comfortable working with Microsoft Suite (Word, PowerPoint, Excel, etc.), Microsoft Teams, and Outlook.
- Must be already or be willing to develop competency with Zoom: creating meetings, facilitating/hosting using the platform, etc.
- HUD Housing Counseling Certification (or ability to obtain within 6 months of hire).
- Commitment, dedication and passion for affordable housing, economic justice, and grassroots organizing.
- Mandatory evenings and or weekends are a monthly requirement in this role.
- Ability and willingness to teach and counsel via Zoom, Microsoft Teams, in-person, and phone.
- Exceptional communication and presentation skills (comfort speaking to groups of 30+). Also, must proactively communicate internally with supervisor and other staff.
- Strong interpersonal skills with the ability to work with people from diverse backgrounds.
- Must be able to work well independently and as part of a team.
- Reliable transportation or access to a car for off-site meetings and outreach.

### Preferred

- Prior experience in housing or financial counseling, affordable homeownership programs, banking, teaching, coaching, and/or community education
- Highly detail oriented, analytical, and a life-long learner
- Experience with client case management or CRM systems
- Bilingual skills (Spanish or Haitian Creole highly desired)

### Training and Compliance Requirements

This role includes responsibilities before and after counseling sessions to ensure MAHA's continued good standing with the U.S. Department of Housing and Urban Development (HUD) and the Massachusetts Homeownership Collaborative. Accurate recordkeeping is an essential part of this position. While familiarity with housing counseling practices is preferred, comprehensive training will be provided to all new hires. Ongoing professional development is a core expectation of this role, with continuous learning opportunities provided to support growth and compliance.



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## Equal Opportunity Statement

MAHA is an affirmative action, equal opportunity employer. We strongly encourage applications from people of color, bilingual/multilingual individuals, and those with lived experience navigating housing systems.

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[aatkinson@mahahome.org](mailto:aatkinson@mahahome.org)**