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*CFH, Inc., is a 501(c)(3) organization with a 44-year history of providing housing opportunities to limited-income households to help each client create a sustainable home, providing secure and affordable housing.*

*CFH serves the 21 cities, towns and counties in the Northern Virginia Region.*

*CFH currently administers the following programs.*

*Security Deposit Assistance*

*Senior Assistance*

*Homeownership Opportunities*

*Down Payment Assistance*

*Affordable Rentals, including a mobile home park.*

**George Davies**

***Executive Director***

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## 7702 Donegan Drive, Manassas, VA 20109

## Phone (703) 221-4510 Fax (703) 221-3708

## Email: info@cfhva.org www.CFHVA.org

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**CFH Inc.**

Providing affordable housing opportunities in Northern Virginia since 1979

**Homeownership Solutions Intern 2024**

Pay: $15.00/hr

Hours: 24-30 Hours Negotiable

Term: June 3, 2024-August 14, 2024

**Need:**

CFH will be combining two separately funded homeownership programs under the same department, Homeownership Solutions. The funded programs are Down Payment Assistance and Acquire, Renovate, and Sell Programs that have similar eligibility criteria, however, the processes are a bit different. We are seeking an intern to assist us in melding the programs for higher efficiency and reach, under the supervision of the Executive Director, and/or the Homeownership Solutions Manager. This internship will be the start of longer-term programming as we will also be hiring a Homeownership Solutions Manager once funding is confirmed. This program will be self-funded once we increase the program capacity and generate additional program income.

**Skills:**

*We are looking for someone with a strong interest in real estate, financial or mortgage banking and underwriting, and the desire to assist people in obtaining their first home. Good verbal communication, organization, and confidentiality skills. At least one completed semester of college required. Bi-lingual preferred, not required.*

**Structure:**

This position will allow for a flexible 24-30 hours intern position depending on the interns summer schools schedules. At least 80% will be in-person work, with 20% allotted for external trainings, workshops, and/or work from home scheduling for research and flexibility to accommodate the intern academic schedule. The intern will meet with the supervisor at least weekly and informally between meetings for clarification or resolution of any findings. The intern will be integrated with the team as part of the on boarding and attend various monthly meetings, as well as, weekly individual sessions with supervisor.

**Skills Developed:**

Gain an understanding of the requirements and implementation of Affordable First Time Homebuyer Programs.

* Interact with applicants and/or eligible clients and/or technical assistance providers.
* Review all program documents and regulations.
* Prepare simple pro-formas for acquisition and/or renovation projects.
* Monitor acquisition and renovation activities during progress and assist in preparing appropriate forms and submission documents for approval.

Gain an understanding on creating of efficiencies and managing effectiveness of programs.

* Review all program documents and regulations.
* Review existing procedures, compare to actual process of interacting with applicants, and make recommendations for changes in our procedures and protocol.

Gain knowledge and understanding of measuring outcomes and impact.

* Identify key demographic and data points required by each program.
* Develop a tracking mechanism to track monthly progress and interactions.
* Develop a measurement tool to track applications, monthly progress and interactions to determine program impact.

Team and Leadership building skills.

* Participate in team meetings.
* Attend appropriate trainings opportunities.
* Make brief presentations to the team on findings and outcomes.

**Typical Tasks**

**Acquire, Renovate, Sell Program -** Administers the Acquire, Renovate, Sell Program. Review regulations; recommend policy, procedures for implementation. Identify undervalued homes make recommendations for acquisition alongside the selected rehabilitation specialist. Coordinate with the rehabilitation specialist to develop a budget for recommended repairs. Ensure all rehabilitation regulations are met. Work with mortgage lenders and the Virginia Department of Housing and Community Development to ensure all documents are submitted to ensure funds are ready for closing. Develop reports and recommended documentation to meet program and grant requirements.

**Down Payment Assistance Program**

Administers the Down Payment Assistance Program and assists with the Acquire, Renovate, Sell Program**.** Review regulations; recommend policy, procedures for implementation. Provide customer service with applicants and work with them through the application process to closing. Provide education to the applicants regarding their home purchase. Ensure occupancy and eligibility requirements are met. Work with mortgage lenders and the Virginia Department of Housing and Community Development to ensure all documents are submitted and ensure funds are ready for closing. Develop reports and recommended documentation to meet program and grant requirements.

**Please submit your resume, brief cover letter and references to** [**info@cfhva.org**](mailto:info@cfhva.org) **or mail to 7702 Donegan Drive, Manassas, VA 20109**

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