



## 2018-2019 Term – Service Opportunity Detail

**Service Opportunity:** 502 Specialist

**Service Term:** September 1<sup>st</sup> 2018-August 31<sup>st</sup> 2019, Full Time (1700 hours total)

**Service Site/Organization:** Fahe – JustChoice Lending Division

**Service Site Location:** 319 Oak Street, Berea, KY

### Service Focus Area(s)

- Provide quality control reviews and loan submissions for Fahe, Fahe Members, and Fahe Partner organizations for USDA 502 Direct loan applications to assist rural, low income families in achieving their dream of homeownership.
- Assist Members and Partners with questions regarding the 502 Direct program and processes
- Learn and utilize mortgage software systems
- Build relationships with Fahe Members and Partners to continue the advancement of the 502 Direct program

**Education Focus or Qualifications Desired:** Business Analysis, Financial and or Data Analysis

**Compensation:** Living allowance for term through AmeriCorps - \$13,732 for full time service. Additionally, an education award of \$5,920 will be received upon successful completion of the AmeriCorps service term. This award can be used for qualified student loans, tuition, or eligible student expenses.

### Application Information:

- \* Fahe is an Equal Opportunity Employer.
- \* **Applications will be accepted through July 15, 2018 and will be analyzed as received.**
- \* **To determine if you are eligible for this service opportunity, please review the requirements listed on the document, [“Homes for All: A Guide for Potential Applicants”](#)**
- \* **To apply** –see instructions under “How to Apply” on [HHCK information document](#).

*Fahe is an Equal Opportunity Employer. Fahe seeks applicants who can bring diverse viewpoints, experience, talents, and culture to promote our mission to eliminate persistent poverty in Appalachia through Leadership, Education, Housing, Advocacy and Communication.*



## Service Description – 2018-2019 Term

### Overall Description of Service:

**Fahe's Housing Services Member** will work with our current network of 502 Direct Packaging Partners across 18 states, helping to move forward applications from qualified families who are seeking a 502 Direct loan, moving them through the quality control process and onto USDA for approval.

The **Housing Services Member** will also work with potential Partners across our network who express interest in working with the 502 Direct program - to determine their eligibility to partner with Fahe, and will work with the Sr. VP of Lending to ensure they are ready for approval.

The **Housing Services Member** will work with individual borrowers who reach out to Fahe both locally, or electronically, who do not have a Partner to help serve them. The Member would be responsible for working with the borrower to gather supporting documentation needed to satisfy programmatic requirements.

The **Housing Services Member** may also assist in providing outreach around homeownership, assist with answering calls from customers or Partners, and input information for reporting.

As a leader in the 502 Direct Packaging program, USDA regularly looks to Fahe to set the standard for the Packaging Network - in regards to quality of work and best practices. As a member of our 502 Direct team, the **Housing Services Member** will help provide necessary assistance to meet this standard, as well as provide space for the program's growth - building on our current established program structure and procedures to ensure that Fahe is serving our families and Partners in the most efficient way possible. The Housing Services Member would support and participate in the work of our team, ensuring that our Partners are successful, so the families being served can be successful.