

TITLE: Future Homeowner Budget Partners

POSITION VISION AND SUMMARY:

Budget Partners are paired with future Habitat homeowner families to provide ongoing support and coaching to be successful with their personal budgets. All adults in the future homeowner household must complete a defined course curriculum that includes a series of six Money Management courses, as well as several supplemental financial literacy classes. Partners will reinforce the topics taught in these classes by meeting once per month with their assigned family to help with their personal budget and any assignments from class. It is not expected for partners to attend classes with their family, and course materials will be provided to you for consistency.

Budget Partners do not need to be financial experts, but should be able to demonstrate knowledge and experience in maintaining personal finances. Most importantly, partners serve as coaches – asking questions when things don't add up and checking on the progress of class assignments. Many Habitat future homeowners will be first-generation homeowners, and Habitat is determined to set families up for success by preparing them for the realities of homeownership and additional financial responsibility.

A mandatory training session will be held prior to your assignment to a family (or *families* if chosen). This is a voluntary position with the commitment of meeting **monthly** with your assigned family/families from the start of their Money Management series until they move into their home (typically 9-12 months, with some exceptions).

DUTIES & RESPONSIBILITIES

- Provide financial literacy support and coaching to assigned future homeowner family/families for the entirety of their time in the Habitat homeownership program
- Work with future homeowners to set SMART (specific, measurable, achievable, relevant, and time-based) goals related to their personal finances and hold them accountable
- Maintain open communication with Homeowner Services Director regarding future homeowner progress, participation, and any notable changes in family circumstances
- Provide families with support through challenges, and help celebrate successes and milestones, such as attending home dedications

KNOWLEDGE, SKILLS, AND ABILITIES:

- An interest in affordable housing and first-time homeowner preparedness
- A knowledge and experience in personal financial literacy
- Excellent interpersonal and cross-cultural skills to effectively work with a broad range of people
- Excellent communication skills
- Basic computer skills, including Microsoft Excel / Google Sheets
- Ability to maintain strict client confidentiality
- Must be willing to undergo a background check
- Bilingual and/or fluent Spanish-speakers strongly needed

ABOUT HABITAT FOR HUMANITY OF MONROE COUNTY

Habitat for Humanity of Monroe County is a nonprofit housing organization dedicated to building simple, decent, affordable homes in partnership with those in need in Monroe County. More than 20 percent of Monroe County residents live in poverty, the highest percentage in Indiana. Since 1988, Habitat in Monroe County has been able to house over 780 people, including 450 children. For more information, visit www.monroecountyhabitat.org.

OUR ORGANIZATIONAL MISSION AND VISION

Our mission is to eliminate poverty housing by building decent, affordable homes in partnership with qualifying families. Our vision at Habitat has always been the same—***a world where everyone has a decent place to live.***

Mutual respect, willingness to work together as a team and ongoing communication between staff persons and key volunteers is essential to the success of Habitat.